Handbook
Postdoctoral Associates
Contents
INTRODUCTION ............................................................................................................................. 5
ACKNOWLEDGMENT FORM ........................................................................................................ 6
MISSION AND VISION STATEMENTS .............................................................................................. 7
Mission Statement ........................................................................................................................ 7
Vision Statement .......................................................................................................................... 7
ABOUT THE UNIVERSITY OF FLORIDA ...................................................................................... 8
An Equal Opportunity Institution (Statement of Nondiscrimination) ...................................... 8
THE CLINICAL AND HEALTH PSYCHOLOGY DEPARTMENT ..................................................... 8
Department Structure ................................................................................................................ 9
Postdoctoral Training Program .................................................................................................. 10
Faculty ........................................................................................................................................ 11
GETTING STARTED ...................................................................................................................... 12
Gator1/ID badge ......................................................................................................................... 12
FOB – Access to Health Science Center/Shands Hospital Restricted Areas ............................ 12
Office of Postdoctoral Affairs .................................................................................................. 12
CHP Intranet ............................................................................................................................... 13
University Infrastructure and Administrative Guidelines ....................................................... 13
  Use of Computers and Phones ................................................................................................. 13
  Copyright Rules and Relations ............................................................................................... 14
  Use of Letterhead Stationery ................................................................................................. 14
  Use of Printers ......................................................................................................................... 14
U.S. Postal Office ........................................................................................................................ 15
Transportation and Parking ....................................................................................................... 15
  Bus Service ............................................................................................................................. 15
  Bicycles .................................................................................................................................. 15
  Carpooling ............................................................................................................................. 15
  Zipcar ...................................................................................................................................... 16
Hiring Postdoctoral Associates ................................................................................................. 17
Appointment and Reappointment .............................................................................................. 17
Postdoctoral Associates Selection & Hiring Protocol ................................................................. 18
Compensation and Payroll Procedures ..................................................................................... 19
Conference Travel Financial Support ................................................................. 19
Payroll...................................................................................................................... 20
Direct Deposit ......................................................................................................... 20
Tax filling ................................................................................................................. 20
BENEFITS .............................................................................................................. 21
Paid Leave and Notification .................................................................................. 21
Scheduling Time Off or Vacation .......................................................................... 21
  December Personal Leave Days ........................................................................... 22
  Holidays .................................................................................................................. 22
Family and Medical Leave Act (FMLA)................................................................. 22
COBRA .................................................................................................................... 23
  Health Insurance Plans ........................................................................................ 23
Retirement Plans ..................................................................................................... 23
STANDARDS OF CONDUCTS .......................................................................... 23
Ethical Conduct/APA Ethical Standards ................................................................. 23
University Policies & Regulations ......................................................................... 24
  Professional Practice ............................................................................................ 24
  Blood Borne Pathogen Policy .............................................................................. 24
  Flu Shot .................................................................................................................. 25
Health Science Center Policy .................................................................................. 25
Dress Code .............................................................................................................. 26
Internet Policy ........................................................................................................ 26
Outside Employment Policy .................................................................................... 27
Sexual Harassment Policy ....................................................................................... 28
Absence/Travel Policy ............................................................................................. 28
DUE PROCESS AND GRIEVANCES ................................................................. 28
Grievance Procedure for Academic Problems ..................................................... 29
  Informal Stage ....................................................................................................... 29
  Formal Stage .......................................................................................................... 30
TRAINING, DEVELOPMENT, EVALUATION, AND TERMINATION .............. 31
Personal Therapy .................................................................................................... 31
  Individual Developmental Plan ............................................................................ 31
Postdoctoral Associate Evaluation and Feedback Protocol ................................................................. 31
Practica and academic preparation requirements .............................................................................. 33
  Child/Pediatric area, requirements include: .................................................................................. 34
  Medical/Health area, requirements include: .................................................................................. 34
  Neuropsychology area, requirements include: .............................................................................. 34
Termination of Appointment ........................................................................................................... 35
RESOURCES FOR POSTDOCTORAL ASSOCIATES
Useful Websites across UF Campus ............................................................................................... 36
College Resources .......................................................................................................................... 36
  • College Web page: http://www.phhp.ufl.edu/ .......................................................................... 36
Department Resource ..................................................................................................................... 37
  • Photocopying/fax ....................................................................................................................... 37
  • Department Web page: http://www.chp.phhp.ufl.edu/ .............................................................. 37
  • Faculty contact information: http://chp.phhp.ufl.edu/people/core-faculty/ ............................... 37
  • Staff contact information: http://chp.phhp.ufl.edu/people/staff/ ............................................ 37
  • CHP Intranet: http://chp.phhp.ufl.edu/intranet/. Contains links to: ........................................ 37
Shands/Health Science Center’s Library ............................................................................................ 37
UF Police Department ....................................................................................................................... 38
  University of Florida Police Department Contact Numbers ........................................................ 38
  Student Nighttime Auxiliary Patrol (SNAP) .................................................................................. 38
  How to Use SNAP ......................................................................................................................... 39
LIVING IN GAINESVILLE .................................................................................................................. 39
Housing ........................................................................................................................................... 39
Shopping and Grocery Stores .......................................................................................................... 39
Entertainment .................................................................................................................................. 40
  Campus Arts and Culture ............................................................................................................... 40
  Gainesville Arts and Culture ......................................................................................................... 40
  Parks, Nature and Outdoor Activities .......................................................................................... 40
INTRODUCTION

This Handbook was created to provide a reference guide for the hiring, onboarding, training, and development of Postdoctoral Associates. The content of the handbook highlights the policies, practices, and services associated with the Postdoctoral Associate status. It is also a tool whose purpose is to assist new Postdoctoral Associates to understand their role and responsibilities as a member of the Clinical and Health Psychology Department (CHP).

We encourage new Postdoctoral members to read and become familiar with the content of this handbook; however, it should not be taken as a comprehensive document. Therefore, if a question arises concerning benefits eligibility of applicability of a policy or practice, one should contact the Human Resources Office to address specific questions or concerns. The policies, procedures, and practices stated in this handbook are to work in conjunction with the policies, procedures, and practices set by the Dean Office and the University of Florida as a whole; consequently, it will be subject to change without notice at the discretion of the University and its governing body.

If you have any questions regarding any of the statement, policies or procedure in the handbook, please contact your supervisor or the Human Resources Office for more detailed information.

Disclaimer:

This Postdoctoral Associates Handbook is provided as a general reference, and it is not a contract or guarantee of employment. Employment at the University of Florida is a voluntary, employment –at –will relationship. The University of Florida and the Clinical and Health Psychology Department reserve the right to unilaterally modify, amend or terminate policies, procedures, and/or benefits described in this handbook at any time, or require and/or increase contributions towards these benefits at its discretion.
ACKNOWLEDGMENT FORM

After reading this Postdoctoral Handbook, complete the information below, sign and return to the Program Office in 3158 HPNP. This should be done no later than the 3rd week from the start date of the Postdoctoral training program.

I __________________________ (full name), have received, read and reviewed the Clinical and Health Psychology Postdoctoral Associate Handbook. I pledge to consult relevant regulations regarding my enrollment in the program and to comport myself in accordance with The University of Florida and the Clinical & Health Psychology department’s regulations and practices stipulated in this handbook. I also understand that consultation with my supervisors and the Program Director is always encouraged when making decisions about my Postdoctoral training at the University of Florida’s Clinical and Health Psychology program.

_________________________________              ________________
Signature                                      Date
MISSION AND VISION STATEMENTS

Mission Statement
The Department of Clinical and Health Psychology educates tomorrow's leaders in Psychology in the scientist-practitioner tradition, advances psychological science and improves the health and quality of life of all people through excellence in research, education, and health service delivery.

Vision Statement
We endeavor to provide a collegial environment that advances scholarship and the pursuit of knowledge while striving for excellence in both graduate education and training and the delivery of the highest quality of healthcare services. On a daily basis, we focus on the integration of science and practice in all our activities. The faculty, staff, graduate students, postdoctoral associates, and alumni of the Department seek to maintain and advance our statewide and national reputation as a "Center of Excellence" in psychological science, education and service delivery.
ABOUT THE UNIVERSITY OF FLORIDA

The University of Florida traced its beginnings to 1853 when the state-funded East Florida Seminary acquired the private Kingsbury Academy in Ocala. After the Civil War, the seminary was moved to Gainesville. It was consolidated with the state's land-grant Florida Agricultural College, then in Lake City, to become the University of Florida in 1905 and the Gainesville site for the campus was chosen in 1906. In 2017, The University of Florida became the first Florida school to break into the list of top 10 best public universities, coming in at No. 9, according to the 2018 U.S. News & World Report Best Colleges rankings.

An Equal Opportunity Institution (Statement of Nondiscrimination)

The University of Florida is an Equal Opportunity Institution. The Department of Clinical and Health Psychology is strongly committed to respecting and understanding cultural and individual diversity in its admission and training policies. Admission to the program is not limited by age, color, disabilities, ethnicity, gender, national origin, race, religion, sexual orientation, or socioeconomic status. The program avoids any actions that would restrict admission on the grounds that are irrelevant to successful completion of the postdoctoral associate program. Applications for the postdoctoral associate program from qualified minority persons are encouraged and invited.

THE CLINICAL AND HEALTH PSYCHOLOGY DEPARTMENT

The Department of Clinical and Health Psychology offers postdoctoral training in clinical psychology to applicants who have completed a doctoral degree in clinical or counseling psychology from programs accredited by the American Psychological Association (APA, Office of Program Consultation and Accreditation, 750 First Street, NE, Washington, DC 20002-4242, 800-374-2721. We seek to prepare postdoctoral associates for the practice of professional psychology consistent with philosophy embodied in the scientist-practitioner model of training. We endeavor to teach postdoctoral associates how to think scientifically about clinical problems, how to provide clinical service with skill and appreciation for human diversity and the highest ethical and professional standards, how to evaluate the clinical relevance of empirical research, and how to contribute to advancements in psychological knowledge through research and scholarship. Our philosophy of training is consistent with the model espoused by the National Conference on Scientist-Practitioner Education and Training for the Professional Practice of Professional Psychology (1990):

“The scientist-practitioner model of education and training in psychology is an integrative approach to science and practice wherein each must continually inform the other. This model
represents more than a summation of both parts. Scientist-practitioner psychologists embody a research orientation in their practice and a practice relevance in their research. Thus, a scientist-practitioner is not defined by a job title or a role, but rather by an integrated approach to both science and practice. This model entails development of interlocking skills to foster a career-long process of psychological investigation, assessment, and intervention (p. 7).”

Our Department is the recipient of the “2001 Department of the Year Award” from the American Psychological Association of Graduate Students (APAGS). Consideration of our Department for this award was based upon a letter of nomination submitted and signed by our students and attesting to the positive atmosphere in which training occurs in the Clinical and Health Psychology Department at the University of Florida.

Department Structure

The Department of Clinical and Health Psychology is a unit of the College of Public Health and Health Professions of the University of Florida. Founded in 1853, the University of Florida has a long history of established programs in education, research, and service. It is one of only 17 public, land-grant universities that belong to the prestigious group of 62 institutions that comprise the Association of American Universities. With more than 50,000 students, including approximately 8,500 graduate and professional degree students, the University is the fourth largest in the nation. The University is a major teaching and research institution with more than 200 educational programs and extramural grant income exceeding $600 million per year.

The College of Public Health and Health Professions is one of six colleges (including Medicine, Dentistry, Nursing, Pharmacy, and Veterinary Medicine), which along with the UF Health Shands Teaching Hospital and Clinics comprise the University of Florida Health Science Center—the most comprehensive academic health science center in the southeastern United States. The UF Health Science Center is dedicated to high-quality programs of education, research, and clinical care. With a combined 996 licensed beds, UF Health Shands Hospital’s Gainesville facilities include UF Health Shands Children’s Hospital and UF Health Shands Cancer Hospital. It also operates the health system’s two specialty hospitals, UF Health Shands Rehab Hospital and UF Health Shands Psychiatric Hospital. UF Health is a private, not-for-profit healthcare system affiliated with the University of Florida and its Health Science Center campuses in Gainesville and Jacksonville. The system includes eight Shands hospitals and two home-health agencies. Shands is affiliated with more than 80 UF outpatient practices located throughout North Central and Northeast Florida. UF Health Shands Hospital is a leader in health care referrals in the state of Florida, and the healthcare system is widely respected among healthcare practitioners in the Southeastern US. UF and community physicians on our medical staff provide care in more than 100 specialty and subspecialty medical areas, from primary care to highly complex care including cancer, cardiovascular, neurological/neurosurgery and transplantation services. Patients come to us from every county in the state, throughout the nation, and from more than a dozen countries. The
Department of Clinical and Health Psychology operates the Psychology Clinic, which provides comprehensive psychological services to outpatients in the greater Gainesville community and UF Health Shands Hospital’s patients. The Psychology Clinic serves as the primary training site for the Postdoctoral Associate Program in Clinical Psychology.

In addition to the postdoctoral associate program, the Department also includes two APA-approved training programs: the internship program and a doctoral training program in clinical psychology. The Department receives funding from the State of Florida to support its educational mission, and it has enjoyed a long history of strong institutional support for the missions of doctoral education, predoctoral internship and postdoctoral associate training in clinical psychology. This support has manifested itself in the substantial commitments of faculty time, space allocation, and administrative and financial resources provided by the Department, the College, and the Health Science Center. The Chairman of the Department of Clinical and Health Psychology is Glenn E. Smith, Ph.D., ABPP-cn. The Director of the Postdoctoral Associate training program is David M. Janicke, Ph.D., ABPP.

**Postdoctoral Training Program**

The Department of Clinical and Health Psychology has a strong history of training postdoctoral associates in research, supervision and clinical service. Each year the department typically admits 3-4 new postdoctoral associates in three broad areas of training Clinical Child-Pediatric Psychology, Health Psychology, and Neuropsychology. These positions are for one or two years and typically require at least a 60% commitment to the clinical activity, and 30-50% research time that can be dedicated to working with faculty who provide grant-funding support. Training occurs within the UF Health Science Center, which is the largest and most comprehensive academic health center in the southeast. The UF Health Center encompasses six colleges and comprises a statewide network of affiliated hospitals and clinics. The Clinical and Health Psychology’s Service is housed in a free-standing clinic that has close programmatic interactions with UF Health Shands Hospital and UF College of Medicine medical departments as part of the UF Health comprehensive care programs.

A training council comprised of the area heads and chaired by the Department’s Associate Chair oversees the postdoctoral training program. Responsibility for the training of postdoctoral associates is shared by 22 faculty members who serve as clinical training supervisors, and by some faculty who contribute to the program through educational and didactic contributions. Virtually all of our faculty participate in the clinical, research, and educational mission of the Department, and thus reflect and model the scientist-practitioner tradition on a day-to-day basis. Major decisions regarding the postdoctoral training program, including overall evaluations of the program performance and postdoctoral associates’ training progress, are made collectively by the faculty and Department Chair. The Director of the Psychology Postdoctoral Associate Training Program is David M. Janicke, PhD., ABPP.
Faculty

The term "core faculty" is used to describe faculty who have major education and training functions within the various departmental training programs. Some of these faculty members are on the Tenure Track, while others are on the Single Mission or Multi-Mission Track. Core faculty members play integral and varied roles in the education and training of postdoctoral associates. Nearly all core faculty are licensed psychologists who are involved in clinical practice, supervision, teaching and scholarly activities. Some additional faculty and other units of the Academic Health Center or University play roles in the didactic, clinical and research training program. A vita for each faculty member is available for your review on the department website at http://chp.phhp.ufl.edu/ Many Faculty also has individual web pages accessible from the department's site.
GETTING STARTED

Each postdoctoral associate has a departmental record in the Program Office, which is located in the Department’s main office suite in Room 3158 HPNP.

Gator1/ID badge

The Gator 1 Card is the official University of Florida picture ID card. It is required of all students, faculty, and staff. Postdoctoral Associates can obtain their Gator 1 Cards at the ID Card Services on the Ground Floor Medical Sciences Building, Room NG-10 or at the Main Office at UF Bookstore & Welcome Center; http://www.bsd.ufl.edu/g1c/idcard/idcard.asp. The cost to obtain and/or replace a card is $15.

Faculty, Postdoctoral Associates and staff use the Gator1 card for fare-free access to the following services:

- RTS bus service,
- UF Library services
- Access pre-paid vending, and many other campus services.

This ID must be worn in patient care areas, and it is used for access to labs, libraries, recreation facilities, check cashing, after-hours access to the HPNP building, and many more things.

FOB – Access to Health Science Center/Shands Hospital Restricted Areas

Postdoctoral Associates, who will need a FOB to access some of Health Science Center/Shands hospital’s restricted areas, should send an email to the Business Manager/HR Assistant (copied supervisor) with the information below listed.

- Full name
- UFID
- Name and code of areas of access (Entry Codes):
  - PICU – 1010
  - NICU – 0033
  - OR/PACU/Pre-op holding – 1010

CHP/HR will submit a request to FOB access control office via email (fob@chris.shands.ufl.edu).

Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs strives to provide programs, services and support for all at UF working to better the postdoc experience at the University of Florida. The office is led by a
director and guided by a Postdoctoral Affairs Advisory Committee comprised of faculty, staff, and postdoctoral associates and fellows. The UF postdoctoral community consists of postdoctoral associates, postdoctoral fellows.

Office of Postdoctoral Affairs Resources

- Postdoctoral Affairs Office: [http://postdoc.aa.ufl.edu/](http://postdoc.aa.ufl.edu/)
- Career Development: [http://postdoc.aa.ufl.edu/resources/career-development/](http://postdoc.aa.ufl.edu/resources/career-development/)
- ListServ: [http://postdoc.aa.ufl.edu/connections/listserv/](http://postdoc.aa.ufl.edu/connections/listserv/)
- Postdoc newsletter: [http://postdoc.aa.ufl.edu/newsletter/](http://postdoc.aa.ufl.edu/newsletter/)
- Teaching Resources: [http://postdoc.aa.ufl.edu/resources/teaching/](http://postdoc.aa.ufl.edu/resources/teaching/)
- Office of Postdoctoral Affairs Director: Lily Lewis, Ph.D.
  Contact Information: Phone: 352-273-4357
  Email: lilyrlewis@ufl.edu

**CHP Intranet**

A current list of contact information for faculty, postdoctoral associates, students, interns and staff can be found on the department’s intranet. This information is continuously updated; therefore, postdoctoral associates should utilize the link on the department intranet to ensure they have the most updated information. In order to access the department intranet, you must have a Gatorlink account set up. If you experience problems with the intranet, please contact the Academic Coordinator in HPNP 3158.

**University Infrastructure and Administrative Guidelines**

**Use of Computers and Phones**

Department and university communications infrastructure (computers, phones, etc.) are intended for official business only. Each postdoctoral associate will have access to postdoctoral associates’ workspace and faculty laboratories that contain such infrastructure. Neither the Department nor the Psychology Clinic has the resources to provide telephone answering services for postdocs. Only patient-related business may be conducted on the clinic phones. Postdoctoral associates conducting patient-oriented research that requires telephone contact should make specific arrangements through their mentors/labs and should not rely on Clinic staff to manage these calls. Use the department numbers for personal contact only in the case of an emergency.
The department has a computer literacy policy, in keeping with the University-wide policy on computer access. All postdoctoral associates must have access to a desktop or laptop computer with e-mail, word processing, presentation, and database management capabilities, using statistical packages such as SPSS. Computer literacy is conceived as an evolving process whereby postdoctoral associates, in the context of their formal education, acquire the knowledge and skills to utilize computer technology in the service of their professional activities.

Copyright Rules and Relations

The Department adheres to all copyright rules and regulations. Photocopying of books, chapters, articles or other written material without the author's approval is governed by specific legal standards with which Postdoc associates are expected to be familiar. Copyright regulations also apply to computer programs. The PHHP network provided on all departmental computers enables access to a variety of programs for word processing, presentation, statistical analysis, web development, e-mail and Postdoctoral associates’ access. Unauthorized reproduction of departmental computer programs for personal use is prohibited. Loading of outside software programs typically is restricted and requires administrative rights; if there is justification for adding such software packages to departmental computers, Postdoctoral associates may work with faculty members and with the PHHP IT Group to accomplish this task. Postdoc associates may consult the Public Health & Health Professions Information Technology website at www.it.phhp.ufl.edu for technical information and regulations. The phone number for the IT Support Group is 273-6200.

Use of Letterhead Stationery

Departmental letterhead stationery is available via the Department intranet and is restricted to Department use only. Postdoctoral associates may use departmental letterhead for official communications proceeds through his or her supervisor. If the postdoctoral associate wishes to use letterhead for communications not involving the supervisor, a supporting request must be approved by either the Chair or Program Director. Clinic letterhead is to be used for Patient Care Only and must have the endorsement of the supervising faculty. The University has strict, evolving policies on the use of the UF logo and signature system. Postdoc associates should consult http://identity.ufl.edu/ for further information.

Use of Printers

Photocopy machines and printers are available in the Department and on every floor of the Health Science Center Library. To use the Library facilities, Postdoctoral associates must set up a vending account on their Gator1 card and have the card with them when making copies. Value can be added to the Gator1 card online using a credit card ($15 minimum) and should appear on the account in approximately 10 minutes. More information on the process can be found at
Phone numbers for various components of the Health Science Center libraries can be found at [http://library.health.ufl.edu/about-us/contact/](http://library.health.ufl.edu/about-us/contact/). The main website address for the HSC library is [http://www.library.health.ufl.edu/](http://www.library.health.ufl.edu/).

### U.S. Postal Office

There is a full-service U.S. Postal Office located on the Ground Floor of the Academic Health Center. The sending or receiving of personal mail through the Department is not encouraged. The Department does not provide postage for postdoctoral associates’ mail, mail related to research, applications or other personal matters.

### Transportation and Parking

Parking decals may be purchased online or in the Transportation and Parking Services (TAPS) Office located on the corner of Mowry Road and Gale Lemerand Drive. The office is open from 8:00-4:30 weekdays. Please bring your Gator 1 card and license plate number. Payment may be made in the form of a check, cash or payroll deduction. Parking decal information is available on the [Transportation and Parking Services Web site](http://www.library.health.ufl.edu/). The telephone number is 392-7275.

#### Bus Service

Gainesville's [Regional Transit System](http://www.library.health.ufl.edu/) (RTS) provides bus service covering the UF campus and the City of Gainesville. Faculty, Postdoctoral Associates, and Staff may ride any Regional Transit System bus fare-free with a valid UF ID. Most RTS buses are equipped with bicycle racks so you can take your bike with you. Gator Lift ([http://parking.ufl.edu/transit-commuting/gator-lift-2/](http://parking.ufl.edu/transit-commuting/gator-lift-2/)) provides reliable, convenient and free shuttle service to accessible locations within the boundaries of the campus of the University of Florida for students, faculty, and staff with temporary or permanent mobility-related disabilities.

#### Bicycles

Bicyclists must obey the [State of Florida bicycle laws](http://www.library.health.ufl.edu/) when riding a bicycle on campus. Bicycle registration is not required, but University Police Department (UPD) encourages everyone to register his or her bicycle to aid in recovery in the case of theft. To register your bicycle, simply stop by UPD’s offices or stop any UPD patrol person and ask them to register your bicycle.

#### Carpooling

University of Florida faculty and staff interested in carpooling to campus may receive discounted parking rates by participating in this program. To participate in this program contact the
Transportation and Parking Services’ Customer Service Office (392-6655) or visit the Customer Service Office at 112 North-South Drive (corner of North-South Drive and Mowry Road).

Zipcar

Zipcar is an alternative way of transportation where you can rent a car by the hour or day (gas & insurance included). Find Zipcar location on campus by visiting this website: http://www.zipcar.com/universities/university-of-florida.
EMPLOYMENT

Hiring Postdoctoral Associates

The University of Florida is a state educational institution that is regionally accredited by the Southern Association of Colleges and Schools (SACS). In keeping with the University’s mission and accreditation status, all newly hired Postdoctoral associates will be required to undergo successful pre-employment screening, which includes a health screening, review of criminal records, reference checking, and verification of education. Any offer of employment is contingent on verification of education.

Postdoctoral appointments are provided to individuals who have received a terminal degree, and who are receiving advanced research training while participating in research or scholarly activities.

All new hires must submit:

- An official copy of their transcripts for their highest degree prior to their start date;
- A minimum of three (3) references letters

Additionally, University of Florida hiring process required Postdoctoral Associates to participate in E-Verify, the federal online employment verification system and complete section 1 of Form I-9 on or before the first day of employment, and present documents that verify their identity and work authorization.

Appointment and Reappointment

The usual appointment for Postdoctoral Associate is 1-2 years. The Department Chair must approve any additional years (maximum of 4). Training can be narrower than is required to meet the competency-based training models necessary for licensure or board certification. For example, some Postdoctoral associates have extended their tenure to a third year because the he/she did not attain adequate clinical hours during his/her first two years because of a more extensive research focus in his/her first two years of training. Postdoctoral Associates should refer to their offer letters for specific information.

Prospective Postdoctoral associates who have not yet completed their Ph.D. or Psy.D requirements at the time of the initial Postdoctoral Associate offer will need to show certification of their degree requirement completion before the start of the appointment with the Clinical and Health Psychology department.
- Postdoctoral associates can have 30-50% research time that can be dedicated to working with faculty who provide grant-funding support. With the Chair’s approval, faculty may still recruit full-time research fellows outside of the program. This would require signed documentation from the fellow that he or she understands the program may not count towards licensure hours and likely will not count towards board certification requirements.

Postdoctoral associates are encouraged to remain mindful of their program appointment end dates and to talk with their supervisors/Area Head to ensure a smooth transition of their individual responsibilities.

**Eligibility of Past Clinical and Health Psychology Graduate Students and Interns for a Post-doctoral Associate Position**

With the purpose of ensuring the breadth and quality of training in a variety of settings, the postdoctoral program will not accept trainees who completed both her/his graduate training and predoctoral internship training within the Clinical and Health Psychology Department at the University of Florida. However, under exceptional circumstances based on an appeal that demonstrates the unique advanced competencies that a candidate will obtain by post-doctoral training in this department, the Department Chair can waive this requirement.

**Postdoctoral Associates Selection & Hiring Protocol**

Admissions to the Postdoctoral Program are made in a two-step process.

1. Each area will form their own area-specific committee to review materials submitted by the applicants and then select applicants to be invited for interviews. Postdoctoral Associate interviews are typically held in January and February. For those invitees who cannot attend, telephone or Skype interviews are arranged with faculty members. Typically, as with those who come to the campus, the invited applicant will speak with multiple faculty members and the current Postdoctoral associates. Ideally, applicants who can be present at an on-site interview will attend a one-hour lunch meeting and tour of the CHP Department and clinic with current Postdoctoral Associates. Applicants interviewing by phone/skype also get to speak with current Postdoc.

2. Following the interviews, the faculty members within each of the three training Major Areas of Study develop a consensus for rankings of candidates.

Below are specific submission materials desired for review by each area:
Child/Pediatric requirements:

a) Letters of reference from psychologists who have supervised their pre-doctoral training experiences.
b) Submission of a cover letter and up-to-date curriculum vitae.

Medical/Health requirements:

a) Sample reports of supervised Med/Health Psychology assessments.
b) A professional statement including a career goal of professional practice that emphasizes work with adults who have a medical illness or helping to prevent adults from developing medical illness.
c) Letters of reference from psychologists who have supervised the applicant’s pre-doctoral training experiences, preferably in a Med/Health Psychology setting.

Neuropsychology requirements:

a) Sample reports of supervised Neuropsychological assessments.
b) Letters of reference from psychologists who have supervised their pre-doctoral training experiences in neuropsychology and clinical psychology.
c) Submission of a cover letter and up-to-date curriculum vitae.

A Postdoctoral offer letter will be issued after the selected Postdoctoral associate received the job offer. Postdoctoral Associates Offer Letters include the anticipated start and end dates of your appointment, compensation information, and a brief description of the duties and research related work.

**Compensation and Payroll Procedures**

For official and Human Resources purposes, Postdoctoral Associates are classified as exempt - OPS (Other-Personal-Services) employees. The university has determined that UF Postdoctoral associates should remain exempt (salaried) employees, and effective July 1, 2016, all new postdoctoral associate hires must be hired at a minimum rate of $47,476. Under the law, hiring at less than 1.0 FTE does not provide an exemption under the law.

**Conference Travel Financial Support**

Each Postdoctoral associate will be provided with up to $500.00 to support conference travel, educational material or to cover EPPP exam fees.
Payroll

All university employees are paid on a biweekly basis, including Postdoctoral associates. Each Postdoctoral Associate must provide his or her complete payroll sign-up prior to the payroll-closing deadline. Postdocs should receive their first paycheck on the second payday following their initial date of employment and every other Friday thereafter.

Postdoctoral Associates may wish to print out a copy of their earnings statement from the myUFL system at my.ufl.edu under My Self Service. If you do not have access to the myUFL system, your supervisor will inform you where a copy of your earnings statement may be obtained. It is important to keep in mind the following:

1. A paycheck will not be released to the newly hired Postdoctoral Associate or CHP department until payroll has been entered into the system and a valid I-9 form is on file at the central payroll office.
2. The Clinical and Health Psychology department staff cannot answer any questions regarding tax withholdings, tax treaties, or Benefits enrollment. Postdoctoral associates must contact the University’s tax office, UF’s Benefits and/or People First if there are questions regarding these matters.

Payroll schedules may be found at this link: http://www.fa.ufl.edu/departments/payroll-tax-services/paychecks/

Direct Deposit

Postdoctoral Associates and all University of Florida employees are required by University rule 6C1-3.0422 to participate in the Direct Deposit Program as a condition of employment. To comply, the hiring department must submit an employee’s Direct Deposit Authorization form as part of the new hire package to Human Resource Services.

After the initial hire, Postdoctoral Associates may change their direct deposit information in the myUFL system at my.ufl.edu under My Self Service > Payroll and Compensation > Direct Deposit or by faxing a completed Direct Deposit Authorization Form to University Payroll and Tax Services at (352) 846-0166.

Tax filling

Federal income and Social Security (FICA) taxes are deducted each pay period. The amount of the tax withholding depends upon the individual circumstances, including total income, the status of dependents, and any tax treaty status for postdoctoral associates. Upon starting your appointment, Postdoctoral Associates should fill out a federal withholding form, IRS Form W-4.
BENEFITS

University of Florida employees on an appointment as a Postdoctoral associate may enroll in benefits once the Postdoc associate’s job is in the myUFL system. Benefits enrollment for newly hired Postdoctoral Associates must be completed within 60 days of the employee’s date of hire.

For a complete listing and comprehensive description of Postdoctoral associate’s benefits, vacation days, holidays and sick leave and other related information visit UF/Human Resources Office – Post- Doctoral Associates website located http://hr.ufl.edu/benefits-rewards/my-benefits/explore/eligibility/postdocs/. The office of Postdoctoral Affairs also offers a Frequently Askes Questions page wit

Paid Leave and Notification

Full-time Postdoctoral associates who work more than 30 hours per week are eligible for paid leave, which is accrued at 5 hours per pay period up to a maximum of 352 hours. Such paid leave may be used in lieu of vacation leave or sick leave. Postdoctoral associates are not eligible for payment of any unused paid leave upon termination of employment. Accrued leave of Postdoc Associates has no cash value and is not transferable to other positions at UF. Postdocs may check their leave accrual in their biweekly paycheck under the Leave Balances section.

Scheduling Time Off or Vacation

Postdoctoral Associates should plan and provide notification of their time off and/or vacation to their supervisors with at least three weeks in advance. Postdoctoral associates should follow a three-step process to request annual leave or time off.

1. Postdoctoral associates should get documented approval (email) from area supervisor documenting their approval for the time off or vacation. Ideally, this should be communicated or requested at least three-weeks ahead of the planned vacation time (exception will be considered in case of emergencies).

2. Once the request for time off or vacation has been granted by the supervisor, Postdoctoral Associates should forward the supervisor’s approval e-mail to the HR Assistant (alismarie@ufl.edu), and copied Postdoctoral Program Director (Dr. David Janicke). HR Assistant will enter the approved time off into the PeopleSoft/MyUFL system for tracking purposes.

3. Postdoctoral Associates should inform the Psychology Clinic, by emailing to Clinic support staff, (PHHP-CHP-CLINIC-STAFF-L@LISTS.UFL.EDU), and to the various clinics within the Health Science Center for which they provide services.
4. Postdoc Associates are strongly encouraged to do not request more than five days of paid
time off during the last month of their fellowship assignment since it will negatively
impact the operation of the Psychology Clinic.

December Personal Leave Days

Postdoctoral associates earn four (4) personal leave days (in proportion to their FTEs) per fiscal
year in addition to the University holidays. Personal leave days must be taken in full-day
increments (that is, as an 8-hour day for full-time employees, as a 4-hour day for .50 FTE
employees) on workdays between the dates December 26 and December 31, inclusive. Cash
payment is not provided for unused personal leave days. Any unused personal leave days expire at
the end of each fiscal year.

Holidays

Postdoctoral Associates are eligible for nine paid holidays:

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- UF Homecoming
- Veterans Day
- Thanksgiving
- Christmas

Family and Medical Leave Act (FMLA)

Postdoctoral Associates are classified as OPS employees. As such, they are eligible for up to 12
work weeks of FMLA, once they have worked at least 12 months, and also have worked at least
1,250 hours during the 12 months before the start of the FMLA leave. Breaks in employment do
not affect this total. It is a cumulative total of the number of months the employee has been
employed by the University of Florida. Postdoctoral associates are not eligible for parental leave
beyond their FMLA entitlement and are not eligible for paid parental leave.

For additional FMLA information, please visit this site: http://hr.ufl.edu/benefits/leave/fmla/ or
contact UF benefits at benefits@ufl.edu or by phone at (352) 392-2477
COBRA

Post Docs are eligible for COBRA after termination of employment with the University of Florida. An informational packet will be mailed after the termination date of your postdoctoral associate appointment, so please be sure to update your “Local Home Mailing Address” in the University of Florida directory.

Health Insurance Plans

For detailed information about UF’s Postdoctoral associates’ benefits, including GatorCare versus State of Florida Insurance, please visit the following link: http://hr.ufl.edu/benefits-rewards/my-benefits/explore/eligibility/postdocs/. Postdoctoral associates who work 30 hours per week or more may be eligible to enroll in the State of Florida health benefits plans. Enrollment in benefits must be completed within 60 days of starting your appointment. Benefits selections may only be changed during the annual open enrollment period in the fall, or following changes in family status. Instructions on how to enroll in UF’s state benefits can be found in this instruction guide: http://training.hr.ufl.edu/instructionguides/benefits_guides/pf_enrollmentguide.pdf

Retirement Plans

Postdocs are eligible to participate in the FICA Alternative Plan, 403b and 457 voluntary savings plans. Review the links below to select the retirement plan that best meet your needs.

- https://benefits.hr.ufl.edu/retirement/fica-alternative-plan/
- https://benefits.hr.ufl.edu/retirement/voluntary/

STANDARDS OF CONDUCTS

Ethical Conduct/APA Ethical Standards

Integrity and ethical conduct is the foundation for everything the professional psychologist does. The Postdoctoral associate must acquaint him/herself with the APA ethical standards/code of conduct of psychologists concerning issues such as responsibility to the public, conduct of research, dissemination of information, confidentiality, patient welfare, and professional relationships. This responsibility of the Postdoctoral associate extends to knowledge of particular rules, regulations, and policies of the Department, Psychology Clinic, Academic Health Center, and the University. APA ethics and standards of practice are binding on all Postdoctoral associates. The Postdoctoral associate should consult the following sources for ethical and professional standards:
a) Ethical Principles of Psychologists and Code of Conduct
   https://www.apa.org/ethics/code/

b) General Guidelines for Providers of Psychological Services to Ethnic, Linguistic, and Culturally Diverse Populations
   APA Guidelines for Practitioners

d) http://apapracticecentral.org/ce/guidelines/index.aspx
   Florida Statute 490

   Protecting Human Research Participants
   https://phrp.nihtraining.com/users/PHRP.pdf

f) Publication Manual of the American Psychological Association

**University Policies & Regulations**

**Professional Practice**

A Postdoctoral associate must not engage in professional practice except under the direct supervision of a qualified person designated by the Program Director. Any activity involving psychological counseling, psychotherapy or the delivery of professional psychological services that exist in addition to those required by the program must be approved in writing by the Program Director or Department Chair.

**Blood Borne Pathogen Policy**

All Postdoctoral associates are required to participate in blood borne pathogen education and have this documented on a yearly basis. Training is provided online at https://intranet.phhp.ufl.edu/chp/; click the link “Bloodborne Pathogens Training” under the heading “Faculty Staff/Postdoctoral associates/Students/ Postdocs.” Log in using your Gatorlink user ID and password, and follow on-screen directions. You will watch a PowerPoint presentation and will then complete a test.

All Postdoctoral associates are required to have an annual TB test (or documentation from a physician certifying that this test is contraindicated). A copy of this document must be kept in the Postdoctoral associate file, and it is the postdoctoral associate responsibility to keep this certification up to date each year that she/he is in the program. The annual TB test requirement applies to all postdoctoral associates who have patient contact. The department pays for the test when obtained at the Student Health Center’s Health Science Center Branch (Room D2-49). You can call 2945700 for an appointment. Postdoctoral associates must also complete the Hepatitis B series before beginning clinical training experiences that bring them into contact with patients. Since the Hepatitis B takes six months to complete, you should start the series as soon as you begin your postdoctoral associate program. These are paid for by the postdoctoral associate and can be
obtained from the Student Health Care Center, or from a private physician. Please provide the Academic Coordinator with documentation of completion on each of these requirements as they become available. Failure to maintain current immunization documentation will result in suspension from clinical activities and potential disciplinary action until Postdoctoral associate documentation is provided.

Flu Shot

Influenza (flu) vaccination – all Postdoctoral associates are required to receive a seasonal influenza vaccination at the time the annual flu vaccine becomes available to UF employees. Documentation must be provided to your postdoctoral associate program.

Any Postdoctoral associate who has a medical contraindication preventing one or more required immunizations or tests must provide the academic program with medical documentation verifying each contraindication (e.g., allergic, etc.). This documentation is due at the same time as compliance documentation for any relevant initial and annual requirement.

Health Science Center Policy

In compliance with the Health Science Center Security Program for the Information and Computing Environment (HSC SPICE) security policy, faculty, staff, and students shall visibly display their UF Gator1 or other approved identification badge at all times when at an HSC facility unless work requirements specify otherwise. (See SPICE standard PS0001.2 at https://security.health.ufl.edu/policies/)

Shands has a similar requirement and is actively enforcing the badge requirement. A lab coat with a name is not sufficient; you must wear your name badge.

All faculty, staff, and students of the Health Science Center and affiliated entities are reminded that our current HIPAA compliant privacy policies PROHIBIT e-mail forwarding outside the ufl.edu domain. Therefore, faculty, staff, and students of the Health Science Center and its affiliated entities may NOT use the auto-forward function of the UF e-mail system because of the likelihood it will result in an unauthorized disclosure. To review current privacy-related e-mail policies, visit the privacy website at http://privacy.ufl.edu/uf-health-privacy/ To review information on how to properly de-identify Protected Health Information, please see the Privacy Office Operations Manual http://privacy.ufl.edu/wp-content/uploads/2015/01/UF-Operations-HIPAA-11-01-14.docx.

Important Note Regarding e-mail Forwarding: You can forward your ufl.edu GatorLink e-mail to your PHHP e-mail, but you may not forward any ufl.edu e-mail to an outside e-mail server (i.e., Yahoo, AOL, Gmail, etc.).
Dress Code

In addition to being a research and teaching setting, this is also a professional setting where patient services are rendered. As is usual in such settings, the hospital Chief of Staff has issued a dress code. (http://gme.med.ufl.edu/files/2011/12/Dress-Code-Policy-for-Shands-Healthcare.pdf). All personnel working in the Academic Health Center facilities are required to display their ID Badge when on premises. Postdoctoral associates should dress appropriately for the physical setting in which they work. Appropriate business attire should be worn when engaged in patient service activities. The wearing of white coats is optional. Even when not engaged in direct patient contact, postdoctoral associates should use discretion when in patient care areas (clinic, hospital, etc.). No shorts or logo t-shirts should be worn in patient care areas.

Internet Policy

Postdoctoral associate activities on websites, blogs, e-mail, social media sites, and other electronic media should be thoughtful and should be conducted professionally and appropriately.

When Postdoctoral associates post personal information on publically available electronic media sites, they, unfortunately, may forfeit control over how that information is used or how it reflects on themselves or their training program. Recent concerns have heightened awareness of this fact, and of its potential implications, including:

1) Postdoctoral programs report conducting web searches on applicants’ names before inviting applicants for interviews and before deciding to rank applicants in selection or matching systems.
2) Clients may conduct web searches on postdocs’ names in order to find out about them. There have been many documented instances in the health professions of patients subsequently refusing to be seen in a clinic based on what they have found.
3) Potential employers often conduct online searches of potential job applicants or final candidates prior to interviews and job offers.
4) Legal authorities search websites for evidence of illegal activities. Some prima facie evidence may be gained from websites such as photographs, but using texts may also alert authorities to investigate further.
5) Unprofessional postings on ListSers, blogs, social media sites, etc. may reflect poorly on you or on the training program in which you are enrolled. It is NEVER appropriate to discuss patients or personal reactions to patients or supervisors, or other aspects of the healthcare provider-patient relationship on social media sites and any other digital media not explicitly designed for discussions of this type.
6) Although signature lines and e-mail addresses are ways of indicating uniqueness or personal philosophy, the lack of control over e-mail forwarding makes it impossible to know who will read electronic postings. Signature lines and expressive e-mail addresses
may affect how others view your professional standing. Quotations on personal philosophy, religious beliefs, or political attitudes might cause adverse or unpredictable reactions in some people.

7) Answering machine messages might be entertaining to your peers, may express your individuality, and be indications of your sense of humor. However, they may not appeal to all callers. Greetings on voice-mail services and answering machines should be thoughtfully constructed. If cell phones are used for professional communications (e.g., research, teaching, or clinical activities), be sure your greeting is appropriate to the context in which it is used.

There is now ample documentation of instances in training programs and at universities where students/Postdoctoral associates have been negatively affected by material on websites, e-mails, and answering machine messages. There are examples of e-mails from faculty and trainees getting published in newspapers, causing harm to recipients, senders, or others.

Information that seems to be fun, informative, and candid might put the program and the Postdoctoral associate at risk for adverse consequences. What might be seen as private self-disclosure may actually be very public. This includes information posted on blogs, personal pages on Facebook, Twitter or other similar sites, including ones started before undergraduate or graduate school. Anything on the World Wide Web is potentially available to all who seek.

Postdoctoral associates are reminded that, if you identify yourself as a Postdoctoral associate in Clinical and Health Psychology, we have an interest in how you portray yourself. If you report doing or are depicted on a website or in an e-mail as doing something unethical, illegal or if the data depicts behavior that threatens your ability to fulfill your professional role, then this information may be used by the Program to determine your standing or retention. As a preventative measure, the Program advises that Postdoctoral associates and faculty approach online blogs and websites, including ListServes sponsored by professional organizations, very carefully. Postdoctoral associates are advised to engage in “safe” web practices and be concerned about professional demeanor and presentation.

Outside Employment Policy

Any postdoctoral associates receiving any funds from the University (grants, graduate assistantships, etc.) must not accept other employment of any kind without the written permission of the Program Director. The Program Director's written approval is required prior to acceptance of any other position or job inside or outside of the department.

The department discourages Postdoctoral associates working for faculty members (even paid work) when the work is not professional in nature, except in extraordinary circumstances, or in situations where peer review suggests minimal risk of negative outcomes due to dual relationships.
Sexual Harassment Policy

The university’s policy is to protect all members of the community from sexual harassment. Consequently, Faculty, TEAMS/USPS, and all OPS employees including Postdoctoral associates are required to complete the Sexual Harassment Prevention training (GET803) available on MyUFL website. New Postdoctoral associates are expected to meet this training requirement within the first 30 days of employment and provide their certificate of training completion to CHP’s Human Resources Assistant or Business Manager. Postdocs should renew their Sexual Harassment Prevention training every two years.

Absence/Travel Policy

Faculty, Postdoctoral associates and staff are expected to be on campus Monday through Friday as part of their regular assignments. The College of Public Health and Health Professions has established an absence for traveling policy to ensure that authorized absence for professional activities is consistent with the mission of the University of Florida. Faculty, postdocs, students and staff must complete the PHHP-TAR online for any domestic or international travel to attend conferences, training, and grant/research related meetings. For additional information about the absence/travel policy and instructions about completing the online form, please visit CHP’s intranet at https://internal.phhp.ufl.edu/chp/, and look for “Travel Authorization link,” included in the Postdoc tab.

Due Process and Grievances

A stepped-approach is used in the resolution of disputes and grievances. These steps, which are specified in the Regulations of The University of Florida for Faculty and Postdoctoral Associates (regulations.ufl.edu), are outlined in detail for Postdoctoral associates during the orientation period. Postdoctoral associates are encouraged to resolve problems directly with the individual(s) involved if at all possible. Postdoctoral associates may seek the advice and guidance of the Postdoctoral Associate Program Director in resolving problems at this level. If this procedure is not successful, the Postdoctoral associate may ask the Postdoctoral Program Director to intervene. In such a case, the Director of the Postdoctoral Program collects all relevant information from the Postdoctoral associate and other parties and consults with other faculty and staff as is appropriate to the specific situation. Subsequently, the Director brings the relevant individuals together and presents a plan for resolution of the problem. The Director then follows up with the postdoctoral associate and other relevant parties to determine whether a successful resolution of the problem has been achieved. If the grievance is such that the postdoctoral associate believes that the complaint cannot be brought to the Postdoctoral Program Director, or if the postdoctoral associate wishes to appeal the Director’s decision, the fellow may bring the problem to the Department Chair for resolution. Finally, if appropriate redress of the problem cannot be achieved within the Department, the postdoctoral associate may pursue a grievance or appeal procedure to the Dean of
Grievance Procedure for Academic Problems

The University of Florida is committed to a policy of treating all members of the university community fairly regarding their personal and professional concerns. To ensure that each Postdoctoral associate is given adequate opportunity to bring complaints and problems of an academic nature, exclusive of grades, to the attention of the University administration with the assurance that each will be given fair treatment, a formal grievance procedure exists. Individual departments or colleges may have more detailed grievance procedures. The postdoctoral associate should check with his or her department graduate coordinator.

A grievance is defined as dissatisfaction occurring when a postdoctoral associate thinks that any condition affecting him or her is unjust or inequitable or creates an unnecessary hardship. Areas in which Postdoctoral associate grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The University has various mechanisms available for handling these problems when they arise, and it can sometimes be confusing for the Postdoctoral associate in knowing where to turn. In general, it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the Postdoctoral associate should speak with either the supervisory committee Chair or the department graduate coordinator. If neither of these individuals is available, the department Chair is the next alternative. In most cases, these individuals can work with the Postdoctoral associate and the person causing the grievance to resolve the issue informally, as specified below.

Postdoctoral associates must first attempt to resolve the issue through their department and then college. Only if the issue cannot be resolved may Postdoctoral associates contact the Ombudsman for an appointment. Documentation must be provided of all formal actions taken to resolve the issues. The Ombudsman for graduate and professional Postdoctoral associates is located in 31 Tigert Hall, 392-1308.

Informal Stage

In the informal phase of the academic grievance procedure, oral discussion between the Postdoctoral associate and the person(s) alleged to have caused the grievance is strongly encouraged. The discussion should be held as soon as the Postdoctoral associate first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the Postdoctoral associate may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the Postdoctoral associate either orally or in writing.
Formal Stage

If the Postdoctoral associate considers the response to the discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be brought in writing, with all supporting documentation, to the Department Chair or a designated representative of the department. The response of the department to the Postdoctoral associate’s grievance must be given in a timely fashion.

If the grievance is still considered unresolved, the Postdoctoral associate may then file the grievance in writing with the dean of the college, who shall investigate the matter and respond to the Postdoctoral associate within a reasonable time.

The right of appeal in writing to the Ombudsman for graduate and professional Postdoctoral associates, as the authorized representative of the President of the University, shall be the final appeal but only after the prescribed administrative channels and grievance, procedures have been exhausted.

Employment-related grievances are covered by the Collective Bargaining Agreement, Article 11, between the Florida Board of Education of the State University System and Graduate Assistants United. Postdoctoral associates with employment-related concerns should contact the GAU office at 352-392-0274.

Rule 6C1-1.011, Florida Administrative Code cover issues of research misconduct. Any allegations of research misconduct should be brought to the attention of the administrative officer (e.g., Department Chair, Dean) to whom the accused party reports. Postdoctoral associates may wish to seek advice from the Director of the Division of Sponsored Research, 219 Grinter, 392-1582, before making a formal complaint.

Postdoctoral associates who have complaints or problems with other aspects of university life should consult the Postdoctoral associate Guide (available from Postdoctoral associate Services, P202 Peabody Hall) for the appropriate grievance procedure.
TRAINING, DEVELOPMENT, EVALUATION, AND TERMINATION

Personal Therapy

Many Postdoctoral associates decide to seek personal therapy in the course of their education, but this is NOT a requirement of our program. No stigma is associated with the decision to seek therapy. It is the policy of the program that no postdoctoral associate can enter a therapeutic relationship with a faculty member in the Department, even if that faculty member does not participate in the postdoctoral associate’s education or training.

Individual Developmental Plan

Within the first two months of starting the program, and then again at the one year point, the Postdoctoral associate should complete an Individual Development Plan (IDP – Appendix C). The IDP is a tool designed to assist with:

- identifying professional goals and objectives;
- assessing an individual’s skill set relative to their career goals; and
- developing a plan to acquire the skills and competencies needed to achieve short- and long-term career objectives.

While the Postdoctoral associate should complete the initial draft of their IDP, the Postdoctoral associate should then discuss their IDP with their area head or primary mentor to revise and finalize the document. The IDP should be signed by the Postdoc associate and their area head/primary mentor and routed the program Director.

See Appendix C for a template of the Individual Development Plan.

Postdoctoral Associate Evaluation and Feedback Protocol

Postdoctoral Associates’ knowledge and competence are assessed on an ongoing basis through a variety of methods, including live observations of Postdoctoral associate-patient interviews and testing, reviews of digital videos of therapy sessions, detailed reviews of the Postdoctoral associate's written assessment reports and treatment progress notes, observations of presentations of case formulations and treatment planning, as well as formal and informal feedback from referral sources. Feedback to Postdoctoral associates about their progress in achieving competence in professional skills is accomplished through several means. First, each supervisor provides with verbal feedback about performance during the course of assessment/consultation rotations or therapy cases. Second, all supervisors complete detailed, written evaluations of the performance of
each Postdoctoral associate supervised during the 6-month evaluation period. Third, the Specialty Area Directors (i.e., child-pediatric psychology, health psychology, and neuropsychology) review and discuss the progress of each Postdoctoral associate on a semi-annual basis. The Postdoctoral Program Director reviews these progress reports and recommendations. Fourth, the Area Head and supervisors meet individually with each Postdoctoral associate to review the formal feedback from their evaluations, to assist the Postdoc associate in conducting a self-assessment of progress, and to integrate the evaluative information into the training plan for the remainder of the program.

Competence in the understanding and application of ethical principles and state practice regulations are stressed and assessed throughout the year(s). Postdoctoral associates are exposed early and often to the wide array of ethical issues that arise in clinical practice. Discussion of ethical issues is an important feature of didactic training and individual and group supervision. Postdoctoral associates are expected to demonstrate an ability to apply the APA Ethical Principles and Code of Conduct in a clinical context. Application of these principles is fostered through group discussions (during the Postdoctoral associate didactic seminar series) of the possible courses of actions to be taken in specific case scenarios. Knowledge and sensitivity to issues of individual and cultural diversity in psychological practice are ensured through a variety of means. Postdoctoral associates are prompted by the faculty to discuss these issues as they relate psychological assessment and treatment in individual and group supervision.

At the end of each six-month period, faculty will complete an evaluation form for each Postdoctoral associate they supervised over the previous six month period. Find the Clinical Training Evaluation form in Appendix B. Once the evaluation forms are completed, each area will convene to discuss the progress of each Postdoctoral associate within their area as summarized in the individual evaluation forms completed by their supervisors. Recommendations regarding any changes in supervisory requirements for the next 6-month period are developed by consensus of the faculty and relayed to Director of the Postdoctoral Associate Program. Feedback from their individual supervisors at the completion of their six-month period is provided directly by individual faculty and the area head in summary.

As noted in the previous paragraph, upon completion of the evaluation form, the faculty mentor will meet with the Postdoctoral associate to review the form, provide verbal feedback, discuss any remediation plans if necessary. They should also review progress relative to the Postdoctoral associate’s individual development plan that was completed at the beginning of the year, and establish new goals or training activities as necessary. The Postdoctoral associate will have a chance to provide written comments on this evaluation form. The form should then be signed by the fellow and the faculty member and routed to the Director of the Postdoctoral Associate program.

Minor deficiencies in Postdoctoral associate preparation or performance are generally remediated through the course of normal interaction with the Postdoctoral associate's supervisor(s). The
remediation may consist of didactic supervisory instruction, modeling of techniques by the supervisor, and/or readings in the appropriate literature. When the deficiency is in the domain of experience, the Postdoctoral associate may be assigned additional relevant cases to provide the needed exposure.

When a major deficiency is detected, three steps are taken. First, the Postdoctoral associate is placed on "probationary status" to communicate clearly that significant improvement in performance is needed for successful completion of the Postdoctoral associate and that failure to remediate the deficiency could result in dismissal from the program. Second, a remediation plan is developed by the faculty and the Postdoctoral Associate Program Director to ameliorate the noted deficiency. Such plans typically involve increased supervisory contacts (for both training and evaluation) along with intensive variations of the remediation methods used to deal with minor deficiencies. The remediation plan specifies the required changes in performance along with a timetable for a re-evaluation of progress. If the deficiency is remediated, probationary status is lifted. If the Postdoctoral associate fails to remediate the deficiency, the faculty carefully reviews evaluations from the Postdoctoral associate supervisors as well as the Postdoctoral associate self-evaluation of progress. The faculty then decides whether sufficient progress has been made to warrant continuation of the probationary status, with the expectation that the deficiency will be remediated, or whether dismissal from the program is warranted by the Postdoctoral associate's failure to demonstrate progress.

**Practica and academic preparation requirements**

Postdoctoral associate applicants should have obtained a doctoral degree (PhD or PsyD) from an APA-approved graduate program in Clinical or Counseling Psychology (the child-peds area will also consider those with a Ph.D. in School Psychology), as well as, an APA-approved predoctoral internship in a specialty area related to the three major Areas of Study offered by the Clinical and Health Psychology Department. Preference is given to those applicants whose coursework, practica and research experience have prepared them best for working in an academic medical center setting such as Shands Hospital and the University of Florida Health Science Center. Because the Postdoctoral associates will also be working with our own graduate students or advanced practica, it is important that Postdoctoral associates have had some prior exposure to the types of patients and methods employed in assessment and treatment within the multidisciplinary inpatient and outpatient settings of a large teaching hospital.

Below are specific practica experiences (looked for by the selection committee in each of the Major Areas of Study):
Child/Pediatric area, requirements include:

a) A doctoral degree from an APA accredited program in clinical, school, or counseling psychology;
b) Have completed APA Accredited graduate and clinical predoctoral internship programs by the start of the postdoctoral program and have a background of coursework and training in clinical child and/or pediatric psychology;
c) Prior graduate level coursework emphasizing areas related to child development, child psychopathology, and family and child interventions;
d) Prior practicum supervised experiences in child assessment settings and therapy programs;
e) Prior supervised assessment and/or treatment experiences in pediatric health care settings (outpatient, inpatient);
f) A career goal of professional practice and/or research that emphasizes work with children and families;
g) Submission of a cover letter and up-to-date curriculum vitae.

Medical/Health area, requirements include:

a) completed APA Accredited graduate and clinical predoctoral internship programs and a background in coursework pertaining to the area of Clinical Health Psychology;
b) Prior graduate-level coursework that may include the topics of Medical/Health Psychology, Human Physiology, Human Anatomy, or Pathophysiology among others;
c) Prior practicum supervised experiences in assessment and treatment with patients with primary or co-morbid medical conditions. Examples of these practicum experiences may include inpatient consultation and liaison, chronic pain, psychoncology, sleep medicine, women’s health, pre-surgical evaluations (e.g. organ transplantation, bariatrics, and spinal cord stimulator placement), smoking cessation and substance abuse, cardiac psychology, etc.
d) A dissertation topic broadly within the domain of Clinical Med/Health Psychology.

Neuropsychology area, requirements include:

a) Have completed APA Accredited graduate and clinical predoctoral internship programs and have a background of coursework and training in Neuropsychology;
b) Prior graduate level coursework in brain-behavior relationships, neuroanatomy, and (at least) a survey course in behavioral manifestations of neurological disorders;
c) Prior practicum level experiences and/or placement experiences that have exposed them to practice issues in Clinical Neuropsychology;
d) A career goal to obtain postdoctoral training and board certification in Clinical Neuropsychology;
e) A dissertation topic within the domain of Clinical Neuropsychology.

Termination of Appointment

The two major reasons why termination from the Postdoctoral Program would be considered are: (1) irremediable incompetence in professional performance or (2) the Postdoctoral associate has committed a serious lapse of professional judgment that has resulted in a violation of federal law (such as HIPPA) or state statutes regarding professional conduct or a violation of the ethical principles of the American Psychological Association.

1) Termination from the Postdoctoral Program might arise when, in the judgment of the clinical supervisors of the Postdoc Associate, there has been little to no progress in the competencies evaluated as deficient according to the quarterly evaluations. Despite a remediation plan, the postdoctoral associate would have had to fail to show improvements in clinical performance and judgment to be considered for termination. Termination would occur by a consensus vote of the faculty, and if approved, by the Chair of the Department and Dean of the College, and the procedures met required legal criteria of the University.

2) Termination might also arise when a complaint by a patient, supervisor or another trainee regarding the individual’s conduct is filed. This complaint is then discussed with the Postdoctoral associate to provide the opportunity to explain the circumstances that led to the complaint. The information regarding the complaint is then brought to the Major Area of Study Head and to the Director of the Postdoctoral Program. It then goes to the general faculty for discussion and recommendation for remediation if possible. If the Postdoc Associate fails to remediate a vote will be taken by the faculty to determine whether the individual should be dismissed. In general, any action taken at this point would be reviewed by the Chair of the Department, Dean of the College and University Legal Counsel to ensure that proper due process has been followed.
RESOURCES FOR POSTDOCTORAL ASSOCIATES

Disclaimer: Please be aware that the links of the present handbook will be updated on an annually basis; therefore, since the various university’s units update their websites on a different schedule some of the links might be broken.

Useful Websites across UF Campus

- **PeopleSoft/ My UFL**: [https://my.ufl.edu/ps/signon.html](https://my.ufl.edu/ps/signon.html). Contains links to:
  - Gatorlink account
  - Reporting time
  - Viewing paycheck
- **People First**: [https://peoplefirst.myflorida.com](https://peoplefirst.myflorida.com) contains links to
  - State of Florida Benefits
  - Enrollment in State’s dental, health, life and vision insurance plans
  - Enrollment in State’s retirement benefit
- **Faculty and Staff Resource Guide**: [http://phhp.ufl.edu/services/](http://phhp.ufl.edu/services/). Contains links to:
  - Faculty Handbook
  - UF – 7 Academic Affairs Regulations
  - HIPAA training
  - Leaves Regulations
  - Phone Support
  - Postdoctoral Associates’ Leave Policy
  - UF’s Academic Calendar
  - UF’s Directory
- **UF- Outlook/Webmail external Access**: [https://mail.ufl.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.ufl.edu%2fowa](https://mail.ufl.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.ufl.edu%2fowa)
- **UF Campus Map**: [http://campusmap.ufl.edu/#/index](http://campusmap.ufl.edu/#/index)
- **Parking Decals/Map**: [http://parking.ufl.edu/decals/faculty-and-staff/](http://parking.ufl.edu/decals/faculty-and-staff/)

College Resources

- **College Web page**: [http://www.phhp.ufl.edu/](http://www.phhp.ufl.edu/)
- **NERVE** – special program created to allow direct billing, tracking of services and maintain records of patient contacts for postdoctoral associates.
- **PHHP IT** – responsible for maintenance of computers and related equipment used by staff and trainees (Ext. 36200). [http://it.phhp.ufl.edu/](http://it.phhp.ufl.edu/)
• PHHP Room Request: [http://phhp.ufl.edu/services/hpnpc-building/](http://phhp.ufl.edu/services/hpnpc-building/)

**Department Resource**

- Photocopying/fax – Clinic has its own Xerox and fax services available to postdoctoral associates and trainees for clinic related business.
- Department Web page: [http://www.chp.phhp.ufl.edu/](http://www.chp.phhp.ufl.edu/)
- Faculty contact information: [http://chp.phhp.ufl.edu/people/core-faculty/](http://chp.phhp.ufl.edu/people/core-faculty/)
- Staff contact information: [http://chp.phhp.ufl.edu/people/staff/](http://chp.phhp.ufl.edu/people/staff/)
- CHP Intranet: [http://chp.phhp.ufl.edu/intranet/](http://chp.phhp.ufl.edu/intranet/). Contains links to:
  - Clinic Policies and Procedures Manual
  - Clinic Reports
  - Clinic Schedule
  - Department Phone List
  - EPIC/OnBase Resources and Training
  - Florida Statutes
  - Forms
  - Conflict of Interest Manual
  - [HIPAA Guidelines](http://chp.phhp.ufl.edu/intranet/)
  - Patient Contact Log
  - Postdoctoral associates Resources
  - Leave Slips
  - Letterhead (Department and Clinic)
  - On-Call Schedule
  - Supervisor Evaluation Form

- CHP Spok Mobile Instructions 2018:
  Click on the hyperlink [Spok Mobile Instructions](http://chp.phhp.ufl.edu/intranet/) or look for Spok instruction on CHP intranet.

- UF Health Haiku Training Guides:
  - [http://epictrain.health.ufl.edu/documentation/haikucanto/](http://epictrain.health.ufl.edu/documentation/haikucanto/)

**Shands/Health Science Center's Library**

- Library: [https://library.health.ufl.edu/](https://library.health.ufl.edu/)
- Communicore Location: [http://old.library.health.ufl.edu/about/VirtualTour/locate_Start_1.html](http://old.library.health.ufl.edu/about/VirtualTour/locate_Start_1.html)
- Health Science Center’s Maps: [https://ufhealth.org/shands-university-florida/maps](https://ufhealth.org/shands-university-florida/maps)
UF Police Department

The University of Florida Police Department provides 24 hours per day security for Shands Hospital and the Health Science Center (HSC) on the campus of the University of Florida. In an effort to better meet the needs of such a large complex, the department provides a uniformed police officer and a minimum of two Police Service Technicians every day to patrol both inside and outside.

The police department also maintains an office on the ground floor of the Health Science Center. The Health Science Center Police Office is permanently staffed by UFPD Captain Eric Rice.

You can reach the Health Science Center Police Office by calling (352) 846-3825 or send an email to erice@ufl.edu.

University of Florida Police Department Contact Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Line</td>
<td>392-1111</td>
</tr>
<tr>
<td>Information</td>
<td>392-5447</td>
</tr>
<tr>
<td>Administration</td>
<td>392-5444</td>
</tr>
<tr>
<td>Patrol</td>
<td>392-5154</td>
</tr>
<tr>
<td>Personnel</td>
<td>392-2880</td>
</tr>
<tr>
<td>Office of Victim Services</td>
<td>392-5648</td>
</tr>
<tr>
<td>Community Services</td>
<td>392-1409</td>
</tr>
<tr>
<td>Office of Professional Standards</td>
<td>392-9584</td>
</tr>
<tr>
<td>Investigations</td>
<td>3924705</td>
</tr>
<tr>
<td>Training</td>
<td>392-8949</td>
</tr>
<tr>
<td>Communications</td>
<td>3925449</td>
</tr>
<tr>
<td>Records</td>
<td>392-6651</td>
</tr>
</tbody>
</table>

Student Nighttime Auxiliary Patrol (SNAP)

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students equipped and supervised by the university police department.

Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (92-7627). The requester provides their first name, the location of pick-up and destination to the dispatcher who determines the best method of meeting the requester's need. A walking or driving escort is dispatched, to their location.
How to Use SNAP

An escort may be requested by calling 392-SNAP from 6:30 p.m. to 1:30 a.m. nightly. Your call will be received by the SNAP dispatcher who will ask for your first name, location and destination. The dispatcher will route the nearest escort to you or provide the location and time of the next SNAP express stop at your location.

Snap provides thousands of safe escorts each year. Plan ahead and contact SNAP before your desired departure time to reduce waiting time.

LIVING IN GAINESVILLE

The City of Gainesville is the largest city in and county seat of Alachua County. It serves as the cultural, educational, and commercial center for the North Central Florida Region. In September of 1995, Money Magazine ranked Gainesville as one of the best places to live in America. For five consecutive years, it has been tapped as Florida's livable city.

The Visit Gainesville site provides information about the Alachua County's attractions, cultural events, local history and heritage, historic sites, hotels, and sports.

Housing

- **Off-Campus Life** (UF Resource site for those not living on campus)
  - Off-Campus Housing Locator
  - Gator Guide to off-campus life
- **The Continuum**: Housing for graduate/professional students, faculty or staff at UF.
- SwampRentals (http://www.SwampRentals.com)
- University Heights Apartments
- Gainesville Apartments (http://www.gainesville-rent.com/)
- Trulia (http://www.trulia.com/for_rent/Gainesville,FL/type:rental_prices_affordability)
- Local newspapers: The Independent Florida Alligator has classified ads for rentals, roommates, and subleases.

Shopping and Grocery Stores

- **The Oaks Mall**
- Tioga Town Center
- Butler Plaza Shopping
• More area shopping
• Grocery stores:
  – Lucky's Market
  – Publix Supermarkets
  – The Fresh Market
  – Trade Joe’s
  – Ward's Supermarket
  – Winn-Dixie Supermarkets
  – Whole Foods Market

Entertainment

Campus Arts and Culture
• Florida Museum of Natural History
• Samuel P. Harn Museum of Art
• UF Performing Arts
• The Gainesville Community Playhouse
• University Galleries
• College of Fine Arts Calendar of Events
• Stephen C. O'Connell Center Events

Gainesville Arts and Culture
• Hippodrome Theatre
• Gainesville Community Playhouse

Parks, Nature and Outdoor Activities
• Lake Wauburg
• Paynes Prairie State Park
• Lake Alice Bat House
• Area Springs
  – Poe Springs Park
  – Ginnie Spring Recreation Area
  – Other Florida Springs
• Alachua County Bike Trails
• Gainesville Area Camping
• Devil's Millhopper State Geological Site
• Ichetucknee Springs State Park
• Kanapaha Botanical Gardens
- Santa Fe College Zoo
- Silver Springs