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# Handbook for Postdoctoral Scholars at UT Southwestern

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[www.utsouthwestern.edu/Postdocs](http://www.utsouthwestern.edu/Postdocs)

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[https://www.utsouthwestern.edu/edumedia/edufiles/graduate\\_school/postdoctoral\\_scholars/handbook.pdf](https://www.utsouthwestern.edu/edumedia/edufiles/graduate_school/postdoctoral_scholars/handbook.pdf)

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WELCOME! 欢迎! BIENVENUE! ようこそ! MERHABA! وسهلا أهلا! 환영!

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I welcome you to UT Southwestern Medical Center and if you are a potential postdoctoral scholar, I hope you will decide to join us here for your postdoctoral training!

UT Southwestern is committed to its strong postdoctoral training program. We recognize you as crucial participants in keeping UT Southwestern at the forefront of biomedical research. As one of the world’s foremost research institutions, UT Southwestern fosters collaborative multidisciplinary research and rigorous scientific training in both basic and clinical research. UT Southwestern is recognized for its world-class faculty, including Nobel Laureates, members of the National Academy of Sciences, members of the National Academy of Medicine, Howard Hughes Medical Institute investigators, and a Shaw Prize recipient. The faculty research interests are diverse and comprehensive at UT Southwestern.

The Postdoctoral Affairs Office is here to assist with the appointment and training of almost 600 Postdoctoral Scholars in 39 departments/centers. We work closely with the International Affairs Office since over 60% of our postdoctoral scholars are visa-holders. We also support the Postdoctoral Association (PDA) which publishes an electronic newsletter as well as hosting events to develop a sense of community, provide career development opportunities, and ease the transition of new, particularly international postdoctoral scholars. We have developed a Postdoctoral Certificate Training Program with the goal to provide a structured program to aid the transition of each trainee to career independence through the development of core competencies in professional and research skills.

We strive to meet the “best practices” identified by the National Postdoctoral Association in terms of offering competitive pay (NIH pay scale), excellent medical and retirement benefits, on-site child care, fitness and recreation participation opportunities at the Bryan Williams, M.D. Student Center, and access to career and professional development services.

The Postdoctoral Affairs Office has developed this handbook to help familiarize you with the policies and resources available to postdoctoral scholars at UT Southwestern and in the Dallas area. I hope that you will take full advantage of the opportunities available here to make impactful discoveries both in your research field and in your own personal experiences. We look forward to your contributions to our university mission of education, research, and improving health care as we strive to be *the future of medicine, today*.

Best wishes!



Deirdre Brekken, Ph.D.  
Assistant Dean for Postdoctoral Affairs

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## POSTDOCTORAL TRAINING AT UT SOUTHWESTERN

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A postdoctoral appointment is offered to an individual who has recently been awarded a Ph.D. or equivalent doctorate in an appropriate field and who will be involved in full-time research. The purpose of this appointment is to prepare the individual for a career as an academic or research scientist or other position requiring advanced knowledge and training in a scientific discipline. The postdoctoral scholar is supervised by a faculty member, has the freedom and is expected to publish the results of his or her research during the period of appointment. This definition of the postdoctoral scholar closely follows recommendations from the American Association of Medical Colleges (AAMC). Time in postdoctoral training at UT Southwestern, combined with experience from other institutions, is limited to six years.

### **Why UT Southwestern?**

Our world-class faculty is recognized internationally as leaders in their fields. Faculty research interests are diverse and comprehensive.

- Nobel Laureates
- National Academy of Sciences members
- National Academy of Medicine members
- Howard Hughes Medical Institute investigators
- Breakthrough Prize Recipients

### **Outstanding Postdoctoral Training**

- Career development that aids in the transition to career independence by enhancing professional and research skills
- Postdoctoral Certificate Training Program
- Community almost 600 postdoctoral scholars in 39 departments and centers
- Postdoctoral Affairs Office
- International Affairs Office
- Postdoctoral Association
- Access to the Bryan Williams, M.D. Student Center including a fitness center and intramural sports

UT Southwestern is considered the premier biomedical research institution in the Southwest. Ongoing support from federal agencies, such as the National Institutes of Health, along with foundations, individuals, and corporations, provides approximately \$469.5 million per year to fund more than 5,800 research protocols, many of which involve numerous projects. Investigators' discoveries form the foundation for new ways to prevent or treat disease.

The Dallas/Fort-Worth Metroplex is a cultural center, rich in the arts, as well as a sports center for major league teams in football, baseball, basketball, hockey, and soccer. There are many recreational parks and opportunities to participate in outdoor sports all year round due to mild winter weather. Dallas, the 9<sup>th</sup> largest city in the US, offers a very affordable cost of living that allows a comfortable lifestyle amidst world-class scientific excellence and postdoctoral training. Dallas is very accessible from other cities across the country and the world due to the Dallas/Ft. Worth International Airport.

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## APPOINTMENT PROCESS

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### APPLYING FOR A POSTDOC POSITION

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To apply for a postdoctoral training position at UT Southwestern, you may find opportunities posted at <https://www.utsouthwestern.edu/education/graduate-school/research-opportunities/postdoctoral-scholars/postdoctoral-training-opportunities.html> or email faculty directly with whom you would like to train.

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## OFFER LETTER

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Once a faculty member has decided to make you an offer to join their lab for your postdoctoral training, but before your position can start, you'll be invited to apply for the position through our on-line hiring system. There will be pre-employment paperwork that must be completed within the hiring system once you accept the offer.

Be aware that your postdoctoral training cannot exceed six years, including previous postdoctoral research at another institution.

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## PART-TIME APPOINTMENT

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Part-time postdoctoral scholar appointments for a limited duration may be approved with prior justification. The six-year limit to postdoctoral training may not be exceeded due to part-time appointment without prior approval of the Assistant Dean for Postdoctoral Affairs. Full time postdoctoral scholar appointments may not be changed to part-time without justification and prior approval of the Assistant Dean for Postdoctoral Affairs.

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## ADDITIONAL EMPLOYMENT

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A postdoctoral scholar is generally prohibited from accepting outside employment during his or her appointment. Requests to accept outside employment must first be approved by the individual's postdoctoral mentor, the department chair/center director and the Office of International Affairs if the postdoc is a visa-holder. Any postdoctoral scholar that receives approval to accept outside employment must then adhere to all applicable UT Southwestern and UT System policies, especially relating to conflicts of interest.

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## VISAS AND THE OFFICE OF INTERNATIONAL AFFAIRS

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If you are offered a Postdoctoral position at UT Southwestern Medical Center and need a visa to enter the United States, the **Office of International Affairs** will work with you and the inviting department to identify and secure appropriate visa classification.

The nature of your UT Southwestern activities as well as your prior U.S. immigration status, long-term professional goals, and institutional policy will be considered in determining the appropriate visa classification for you. The **Office of International Affairs** will contact you with detailed instructions and are available to answer your questions throughout the visa process.

The Office of International Affairs prepares the following visa documents/applications "in house":

- J-1 Exchange Visitor
- F-1 Optional Practical Training (OPT)
- H-1B Specialty Occupation Worker
- TN (Treaty NAFTA) visa (Canadian or Mexican citizen only.)

The Office of International Affairs also provides services such as a Loan Closet and English as a Second Language classes.

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## J-1 VISAS

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Non-immigrants with **J-1 visas** are called Exchange Visitors because they participate in the Exchange Visitor Program. The Exchange Visitor Program promotes mutual understanding between the peoples of the United States and other countries through educational and cultural exchange.

Although there are several categories under which an Exchange Visitor may participate at UT Southwestern Medical Center, the majority of our Visitors are Research Scholars or Medical Trainees.

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## F-1 OPTIONAL PRACTICAL TRAINING (OPT)

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**Optional Practical Training** is a period during which students with F-1 status who have recently completed their degrees are permitted to work for at most one year on a student visa towards getting practical training to complement their field of studies.

In order to receive your “Optional Practical Training” work authorization when you need it, it is very important that you contact the International Affairs Office at least 3-4 months prior to your program completion date (e.g., thesis/dissertation defense date or end of final term) to apply for optional practical training.

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## H-1B VISAS

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**H-1B Visa Status** is a non-immigrant visa status for temporary workers engaged in specialty occupations. The H-1B is not transferable as it is sponsored by a specific employer and is valid only at that employer's location. However, if you already hold valid H-1B status we may be able to get an H-1B for UT Southwestern Medical Center in less time than if you hold another visa status.

As with all non-immigrant visas, individuals with H-1B visas must schedule a check-in interview with the International Affairs Office on or before the first day of employment.

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## TN VISA

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**TN status** is available to Canadian and Mexican citizens who will be employed in specific occupations. Information is available at **the Department of State TN visa section**. To qualify for a TN at UT Southwestern, you must be an employee paid a salary by UT Southwestern. TN status is only valid for the employer for which it was initially issued.

As with all other non-immigrant visas, persons in TN status are required to schedule a check-in interview with the International Affairs Office on or before the first day of employment. After you have been offered a position and support of TN status by a UT Southwestern faculty member or supervisor, the International Affairs Office will help you apply for TN status.

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## EDUCATION CREDENTIAL EVALUATION

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To be appointed as a postdoctoral scholar at UT Southwestern, candidates with foreign doctoral degrees must provide an Education Credential Evaluation, regardless of the type of visa for which the candidate is applying. The International Office website lists **recommended private companies** who are authorized by the Bureau of Citizenship and Immigration Services to provide evaluations of foreign educational degrees.



We recommend that you contact a few different companies to compare fees and processing times. You will need to have only your doctoral degree evaluated. The evaluation does not need to include a course-by-course evaluation, but simply an evaluation of the diploma itself.

You will not be eligible to begin your postdoctoral training until your foreign degree evaluation is received and states that you have the equivalent of a US doctoral degree.

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## ENGLISH AS A SECOND LANGUAGE

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UT Southwestern Medical Center postdoctoral scholars whose native language or language of instruction is not English may participate in English as a Second Language classes. If interested, contact the **International Affairs Office**.

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## CLASSIFICATIONS

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There are currently three categories of postdoctoral scholars. It is important to know your category for tax and benefit planning purposes:

- Postdoctoral Researcher
  - paid fully by UT Southwestern (typically by your mentor's research grant or your own fellowship that is paid through UTSW)
  - Academic Training Position employee
  - Eligible for employee benefits
- Fully Paid-Direct Postdoctoral Research Fellow
  - 100% funded by an entity which is not UT Southwestern (such as Howard Hughes Medical Institute, Texas Health Resources, or a foreign institution or funding agency)
  - non-employee fellow, Contingent Worker
  - Not eligible for employee benefits, but can purchase the **Academic Health Plan**
- Partially Paid-Direct Postdoctoral Researcher
  - Paid partially by UTSW and partially by a non-UTSW funding source
  - Percentage of position paid by UTSW determines benefit eligibility

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## COMPENSATION

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Postdoctoral scholars are paid on the first working day of each month. UT Southwestern pays its Postdoctoral scholars in accordance with the **NIH Pay Scale** as of the start of each fiscal year (September 1<sup>st</sup>)

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## DEPARTMENT/CENTER PAY PLANS

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While the minimum pay of our postdoctoral scholars is established by the Graduate School Dean, departments or centers may determine when during the year their Postdoctoral scholars receive pay raises. If you have any questions regarding when annual raises occur, please ask your department or center administrator. Some departments or centers offer bonuses for receiving a competitive fellowship, certain publications, or certain skill-sets. The amount of bonus varies by department or center, so be sure to ask the administrator for a copy of the postdoc pay plan for your department or center.

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## TAX INFORMATION

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***Disclaimer: The Office of International Affairs and the Postdoctoral Affairs Office does not provide tax advice of any kind. Instead, they will direct you to reliable resources of tax information.***

Everyone that earns U.S. income must file an annual tax report, or "income tax return," by April 15 for January through December of the previous calendar year. Those paid only from a source outside of the U.S., or whose U.S. income is exempt from federal tax under a tax treaty must still file a short tax form by June 15. The tax you owe is a percentage of the amount of U.S. income you earn. The amount of tax withheld by your U.S. employer is an estimate of the amount you may owe. Completing an annual a tax return allows for adjustments. The federal agency responsible for taxation is the **Internal Revenue Service (IRS)**. Non-residents for tax purposes usually file Form 1040NR or 1040NR-EZ.

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## SOCIAL SECURITY TAX

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Nonresidents for tax purposes are usually exempt from social security tax for a specified period. Once requirements to be treated as a U.S. resident for tax purposes are met, Social Security tax should be withheld from U.S. payments for services. Please refer to **Tax Publication 519 - U.S. Tax Guide for Aliens** for more information.

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## OTHER TAXES

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Texas does not have a state income tax and the City and County of Dallas does not impose payroll or income taxes. An 8.25% sales tax, which is a combination of city (1%), busing (1%) and state sales taxes (6.25%), applies to most retail purchases, except groceries and medicine.

The Office of International Affairs has **tax information** for visa holders on their internal website.

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## BENEFITS

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UT Southwestern Medical Center offers its employees a broad range of **benefits**. Health, insurance, and retirement benefits through The University of Texas System provide comprehensive health and welfare benefits at little or no cost.

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## NATIONAL HOLIDAYS, VACATION, AND SICK LEAVE

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### NATIONAL HOLIDAYS

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The State of Texas Legislature designates holidays each fiscal year. The total number of holidays awarded to state employees fluctuates annually because when holidays fall on Saturday or Sunday, they are not observed.

In a typical year, UT Southwestern will observe and be closed on the **following holidays**:

- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24<sup>th</sup>)
- Christmas Day (December 25<sup>th</sup>)
- New Year's Day (January 1<sup>st</sup>)
- Martin Luther-King, Jr.'s Birthday (3<sup>rd</sup> Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4<sup>th</sup>)

The remaining Federal holidays will be designated as "Floating Holidays" to give employees more flexibility in choosing their own time off. These hours will be evenly distributed throughout the 12-month fiscal year. Floating

holiday hours may be scheduled with prior approval of the employee's immediate supervisor. Floating holidays do not have a “wait” period before the employee may schedule the use.

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## VACATION AND SICK LEAVE

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All vacation must have prior approval by your immediate supervisor. The accrual rates start at 8 hours of vacation per month. Vacation time accruals increase 1hr/month at 2 years, 5 years, and at 5 year increments from then on. There is a six month waiting period before a new employee can use accrued vacation time. Fully paid direct postdoctoral scholars do not accrue UT Southwestern Vacation and Sick Leave, but should track their leave within their department or center.

UT Southwestern provides sick leave to eligible employees for time away from work. Please contact **Employee Relations** for information regarding the administration/usage of accruals. Read the **Sick Leave** policy for more information. There is no wait time to use sick leave, and you will accrue 8 hours a month.

Employees can donate sick time to the sick leave pool or apply for **Catastrophic Sick Leave**, if needed.

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## FMLA

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**The Family and Medical Leave Act (FMLA)** provides up to 12 weeks of unpaid leave (up to 26 weeks for military caregiver leave) and provides job protection and insurance premium sharing for eligible employees for medical conditions affecting the employee or an immediate family member. Vacation and sick leave balances must be exhausted before the unpaid leave starts. You must be employed by the State of Texas for at least 12 months to be eligible. Fully paid direct Postdoctoral Fellows are not eligible for FMLA.

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## PARENTAL LEAVE

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Employees not eligible for leave for the birth of a child under **The Family and Medical Leave Act (FMLA)** may be eligible for leave under **Parental Leave**.

Parental leave provides up to 12 weeks of unpaid leave for the birth of a child as well as the adoption or foster care placement of children under three years of age. Parental Leave begins on the day of the natural child's birth.

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## MEDICAL BENEFITS

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An overview of employee benefits can be found **here**.

Postdoctoral Scholars paid at least 50% of their pay from UT Southwestern have the option of the **UT Select** Preferred Provider Organization (PPO) plan or the **UT CONNECT** Accountable Care Organization (ACO) Plan. The university pays the full coverage amount for the full time salaried postdoctoral scholars. Postdoctoral Scholars can add coverage for their spouse and/or any dependents for an additional charge.

UT Select, administered by Blue Cross/Blue Shield of Texas, Inc., is a comprehensive medical plan including medical, behavioral health and prescription services.

UT CONNECT, also administered by Blue Cross/Blue Shield of Texas, Inc., provides access to carefully managed health care through a dedicated network of outstanding Southwestern Health Resources (SWHR) providers and facilities. Participants must designate a primary care provider (PCP) through which all care is coordinated.

Fully Paid-Direct Non-Employee Postdoctoral Research Fellows must purchase **Academic Health Plan** medical insurance or other insurance coverage if it is not provided by the source of funding (i.e. Texas Health Resources Presbyterian Hospital, Howard Hughes Medical Institute, etc.). Keep in mind that visas may have additional insurance requirements.

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## OPTIONAL EMPLOYEE BENEFITS

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### DENTAL

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UT Southwestern offers **dental plans** with various limits and deductibles to all benefits-eligible employees. If selected, dental coverage will be deducted from your pay.

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### VISION

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UT Southwestern offers **vision plans** with various benefits and costs to all benefits-eligible employees. If selected, vision coverage will be deducted from your pay.

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### OTHER

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**Other benefits** that may be available to employees include short term disability, long term disability, life insurance, accidental death and dismemberment insurance, flexible spending account and long term care insurance.

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## RETIREMENT

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Postdoctoral scholars receiving at least 50% of their pay from UT Southwestern are required to participate in a **retirement plan**.

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### REQUIRED

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#### **Teacher Retirement System of Texas (TRS)** – Internal Revenue Code 401(a)

All benefits-eligible employees at UT Southwestern Medical Center are automatically enrolled in TRS on their first day of employment. The postdoctoral scholar contributes 6.4 percent of his/her salary and UT Southwestern contributes 6.4 percent. Contributions are pre-tax dollars. The postdoctoral scholar is fully vested after five years of TRS service credit is attained.

#### **Optional Retirement Program (ORP)** – Internal Revenue Code 403(b)

ORP is an alternate mandatory defined contribution plan available to Postdoctoral scholars that requires irrevocable ‘opt out’ from TRS within 90 days from appointment date.

ORP is a defined contribution plan, which means your retirement benefit is the result of contributions made by you (6.65 percent) and UT Southwestern (8.5 percent) and earnings from investment returns. The postdoctoral scholar and UT Southwestern contributions are deposited into investments directed by the postdoctoral scholar. Contributions are pre-tax dollars. The scholar is allowed to manage funds after they are vested – one year plus one day from the date participation in ORP begins. Funds are available to be withdrawn only after you leave state employment, and the UT Southwestern match is available only if you are vested.

It is in the best interest of most postdoctoral scholars to select ORP over TRS as most postdoctoral scholars are in a training position for less than the five years to be fully vested in TRS, and UT Southwestern contributes more for an ORP plan than for the TRS plan. If, however, a postdoctoral scholar has already contributed to a TRS plan at a Texas institution, it may be in their best interest to select the TRS option. Representatives from the **Benefits Office** can help advise you on your selection.

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### VOLUNTARY

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**Voluntary Retirement Programs** are available to all employees of the University of Texas System.

**UT Saver TSA – Internal Revenue Code 403(b)** - Pre- and post-tax investment program. Choose from several financial services companies to supplement your retirement savings.

**UT Saver DCP – Internal Revenue Code 457(b)** - Pre-tax investment program. Choose from several financial services companies to supplement your retirement savings.

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## ACADEMIC BENEFITS

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### STUDENT CENTER

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After enrolling in the Postdoctoral Certificate Training Program (see page 18), you will have access to **The Bryan Williams, M.D. Student Center** at no charge. **The Bryan Williams, M.D. Student Center** houses 43,000 square feet of fitness and recreation activities, and serves as a place where members can gather, interact, learn, and enjoy a sense of community.

The Student Center is an award-winning, state-of-the art facility that includes a weight and fitness room, cardio lounge, group fitness/yoga multipurpose room, indoor suspended track, racquetball court, lounge areas, and a gymnasium.

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### STUDENT HEALTH/STUDENT WELLNESS AND COUNSELING

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As a postdoctoral scholar, you have access to the **Student Health** and **Student Wellness and Counseling** facilities. All visits are confidential and are of little to no cost.

To schedule an appointment with **Student Health**, please call 214-645-8690 or go to the **Student Health** clinic located on the 8th floor of the James W. Aston Ambulatory Care Center, South Campus, Building U on the **campus map**.

To schedule an appointment with **Student Wellness and Counseling**, please call 214-645-8680 or go to the **Student Wellness and Counseling** clinic located on the 2nd floor **Student Support Services Building, South Campus**.

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### STUDENT PARKING

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For all parking information, please visit the **parking services website**. Faculty, staff, students, and postdoctoral scholars who park a vehicle on UT Southwestern Medical Center's property must pay the appropriate parking fee. Employees are not allowed to park in a visitor or patient space.

**Parking Rates** change every September 1<sup>st</sup>, there is no free parking at UT Southwestern. As a postdoctoral scholar you may choose to pay for parking in the staff garages or lots for the staff fee (between \$160 - \$440 a year depending on garage or lot) or student garages or lots for the student fee (~\$120). The **campus map** indicates designated student, staff, and faculty parking garages or lots.

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### COMPUTER SERVICES

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The **Information Resources (IR)** department at UT Southwestern Medical Center develops and provides details about information resources and the campus computing environment, including instructions for self-service password resetting, Outlook Web access, computer assistance, and much more.

Services available to enrolled postdoctoral scholars at no cost are located at this **intranet site**.

Most information is published regularly to **MyUTSouthwestern**, the campus intranet. An internal connection to the campus network is needed to access that site.

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## UNIVERSITY STORE DISCOUNTS

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The University store offers discounts on popular **software** for students as well as faculty and staff. Please see the **University Store** website for more details.

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## NEW EMPLOYEE ORIENTATION

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New Employee Orientation (NEO), offered by Human Resources, is mandatory and provides employees with valuable information about UT Southwestern, our mission, our vision, and available resources. The Postdoctoral Affairs Office will set up a date for this orientation once you are cleared to start working. You will likely have additional training sessions to attend depending on your area of research.

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## ID BADGES

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UT Southwestern Medical Center issues identification badges to new employees during New Employee Orientation. This card will be programmed to identify you and may only be used by you. The identification card may also serve as a parking garage card, door control smart card, and library card. There is a replacement fee for badges that are lost. Please go **here** for more information about ID badges.

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## INTRODUCTORY PRESENTATION TO POSTDOCTORAL TRAINING

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On the second Friday of every month, the Postdoctoral Affairs Office holds an introductory presentation that is mandatory for all incoming postdoctoral scholars. Here you will learn the about the certificate program, get more details on benefits, and other helpful information for your training at UT Southwestern. You will receive email communication with the specific date, time, and location within a couple of weeks of your appointment.

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## THREE MONTH REVIEW

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You and your mentor should sit down and have a discussion after your first three months of your appointment. This needs to be a frank evaluation and discussion of your abilities, progress, and goals. **The Three Month Review** is kept in your departmental file.

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## RESPONSIBILITIES

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## POLICY HANDBOOK

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As a component of The University of Texas System, UT Southwestern is required by the Board of Regents to develop and maintain a central repository of rules for governance. To meet that requirement, the Office of the President authorizes the **Handbook of Institutional Policies and Operating Procedures** as the official guide to the regulations and practices of the UT Southwestern community. **Chapter 10** of the Policy Handbook contains policies specifically relevant to postdoctoral scholars. The Policy Handbook is accessible from any campus networked computer.

Everyone at UT Southwestern is expected to follow the **Standards of Conduct**.

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## TITLE IX – PREVENTING AND ADDRESSING SEXUAL MISCONDUCT

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UT Southwestern is committed to ensuring that the working, educational, and training environments are free from sex discrimination. In compliance with **Title IX**, sex discrimination is prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

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## AAMC COMPACT

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The relationship that you have between you and your mentor is extremely important. The Association of American Medical Colleges (AAMC) created a **document** to facilitate communication for both parties of the mutually beneficial relationship.

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## CORE COMPETENCIES

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The **National Postdoctoral Association** (NPA) has established **six core competencies** that serve as objectives for effective postdoctoral training.

Some of these competencies you began in your doctoral program. Others you may need to strengthen.

1. Discipline-specific conceptual knowledge
2. Research skill development
3. Communication skills
4. Professionalism
5. Leadership and management skills
6. Responsible conduct of research

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## INDIVIDUAL DEVELOPMENT PLAN (IDP)

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You are required to complete an Individual Development Plan (IDP) with your mentor, approximately every two years. This is a great opportunity to have frank discussions about your research and career goals so the both of you have an understanding of what is wanted in the future. **Science Careers' myIDP** will help you create your IDP and lead the discussion with your mentor.

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## PROFESSIONAL RESOURCES AND SERVICES

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### POSTDOCTORAL AFFAIRS OFFICE

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The Postdoctoral Affairs Office serves and advocates for postdoctoral scholars, the faculty who train them, and the administrators who assist them. We are located within the Graduate School of Biomedical Sciences on the third floor of the C. Kern Wildenthal Research Building, also known as the "NL" building on the **North Campus**.

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### FUNCTIONS OF THE POSTDOCTORAL AFFAIRS OFFICE:

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- To advocate and provide guidance for postdoctoral scholars
- To develop and implement policy
- To direct the **Postdoctoral Certificate Training Program**

- To promote recruitment of postdoctoral scholars
- To answer your questions: [SGSPostdocOffice@UTSouthwestern.edu](mailto:SGSPostdocOffice@UTSouthwestern.edu)

We Provide:

- Support for more almost 600 postdoctoral scholars from over 40 countries in 38 different Departments/Centers
- An Introductory Presentation to the Postdoctoral Certificate Training Program and Postdoctoral Association offered the second Friday of each month for approximately 200 new postdoctoral scholars each year
- Approval of postdoctoral appointment forms and departmental/center postdoctoral scholar pay plans to ensure compliance with visa laws
- Assistance with postdoctoral funding opportunities
- Approval and posting of available postdoctoral training opportunities
- The **Postdoctoral Certificate Training Program**, which provides postdoctoral scholars with training in the responsible conduct of research, career advancement skills, public speaking, and professional development (via their individual development plan)
- Support of the **Postdoctoral Association (PDA)**, which provides a sense of community through scientific and social interaction, promotes effective training and career development, represents and addresses issues relevant to postdoctoral scholars, and eases the transition for new, particularly international postdoctoral scholars.

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#### POSTDOCTORAL WEB SITES

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We have two websites full of information at your disposal. We offer an **external** site that can be accessed anywhere in the world with general information about our program, our office, and living in Dallas.

The other website we have is the **Postdoctoral Resources page** (or intranet) for resources internal to UT Southwestern. This site has more specific information about our **training program, policies**, listing of **seminars** and **videos**, and well as links to **other resources**.

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#### POSTDOCTORAL TRAINING OPPORTUNITIES

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**Postdoctoral training opportunities** at UT Southwestern can be advertised on our website, with approval of the Postdoctoral Affairs Office, based on their departmental affiliation.

Not all faculty members will post a position even if they anticipate having an opening, so please contact the faculty directly if their research field is of interest to you.

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#### POSTDOCTORAL FUNDING OPPORTUNITIES & ASSISTANCE

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**Funding opportunities** for postdoctoral scholars of all levels, from those just defending their Ph.D. to those transitioning to their first faculty position, are available. **Video recordings** related to grant writing are available on a campus networked computer.

Copies of several funded grant/fellowship applications and boilerplate text for applications are available to current postdoctoral scholars upon request from the **Postdoctoral Affairs Office**.



The Fellowship Coordinator, within the Graduate School, is available to assist with fellowship applications and submission.

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## VIDEO RECORDINGS

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The Graduate School has collected over 350 **video recordings** of seminars, workshops, panel discussions relating to career development, grant writing, teaching skills, and research techniques topics which can be accessed from a campus-networked computer.

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## CAREER AND PROFESSIONAL DEVELOPMENT SERVICES

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The UT Southwestern **Graduate School's Career and Professional Development Office** is accessible to all postdoctoral scholars. This office provides resources and opportunities including seminars, workshops, and one-on-one advising appointments, with the goal of helping postdocs identify and develop the practical skills required for a range of science careers, prepare for the academic job search, explore occupations and industries beyond academic research, and assess and reflect upon personal factors including values, strengths, and skills in order to assist in choosing a career path.

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## POSTDOCTORAL ASSOCIATION

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The **Postdoctoral Association (PDA)** provides a sense of community through scientific and social interaction, promotes effective training and career development, represents and addresses issues relevant to postdoctoral scholars, and eases the transition for new, particularly international postdoctoral scholars.

The PDA is managed by an Executive board and is served by committees such as the Career Development, International, Informer, Outreach, Social, Standards, Symposium, and Web committees. The PDA:

- publishes a newsletter
- offers travel awards twice a year
- co-sponsors the Postdoctoral Research Symposium
- offers career development seminars and workshops, Green Card seminars, and networking events
- represents the postdoctoral community on the University's Six-year Planning Committee

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## NATIONAL POSTDOCTORAL ASSOCIATION

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The **National Postdoctoral Association** is a non-profit organization dedicated to providing a "national voice" for postdoctoral scholars. As a postdoctoral scholar at UT Southwestern, you can become an affiliate member of the NPA at no charge. This entitles you to publications and web content to further enhance your postdoctoral and future careers. Once a year, members of the Postdoctoral Affairs Office and Postdoctoral Association attend a national meeting in order to stay current on events and trends that affect postdoctoral scholars.

The NPA has a great **survival guide** specifically aimed at helping international postdoctoral scholars get acquainted with life here in the United States. It goes over important information such as taxes, healthcare, and differences in lab culture.

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## POSTDOCTORAL ADVISORY COMMITTEE

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The **Postdoctoral Advisory Committee (PAC)** is comprised of the Dean of the Graduate School, Assistant Dean for Postdoctoral Affairs, the President of the Postdoctoral Association, and diverse faculty.

One function of the PAC is to give postdoctoral scholars objective advice about the consequences of various courses of action and to serve as mediators to facilitate communication between postdoctoral scholars and their mentors.

The PAC also provides recommendations for the **Postdoctoral Certificate Training Program**.

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## UT SOUTHWESTERN TRAINING AND RESEARCH RESOURCES

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### POSTDOCTORAL CERTIFICATE TRAINING PROGRAM

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The goal of the **Postdoctoral Certificate Training Program** at UT Southwestern is to provide a structured program that aids the transition to career independence for each postdoctoral scholar through the development of professional and research skills. Every postdoctoral scholar is required to register with the graduate school and enroll in a certificate program throughout their postdoctoral training.

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#### CERTIFICATES

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- **Postdoctoral Certificate in Research**
- **Postdoctoral Certificate in Advanced Research**
- **Postdoctoral Certificate in Bioinformatics**
- **Postdoctoral Certificate in Cancer**
- **Postdoctoral Certificate in Educational Techniques**
- **Postdoctoral Certificate in Scientific Management**

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#### REGISTRATION AND "STUDENT" STATUS

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As a postdoctoral scholar at UT Southwestern, you will be enrolled in courses, many of which are on-line. Therefore, you will have a permanent transcript from this University. There are many benefits that are given to our postdoctoral scholars for enrolling such as free access to the student center, discounted parking, and access to the student health, wellness and counselling facilities. There is a week of registration for each of the three semesters per year; Spring, Summer, and Fall.

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#### SPONSORED PROGRAMS ADMINISTRATION

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The **Office of Sponsored Programs Administration (SPA)** helps researchers to obtain, and manage awards that fund scholarly research and other activities. The SPA also provides support for proper stewardship of those resources.

You can **request an eRA Commons user account** from the SPA website. If you are funded by NIH funds, you will need access to **eRA Commons**.

## CORE FACILITIES

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UT Southwestern has an impressive array of core facilities dedicated to providing the latest equipment and knowledge necessary to assist researchers in their work. Please visit the **core facilities website** to get a listing of available facilities.

## INSTITUTIONAL REVIEW BOARD (IRB)

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The **Institutional Review Board (IRB)** at UT Southwestern Medical Center, in accordance with the Federal-Wide Assurance (FWA) on file with the Department of Health and Human Services, reviews and approves research involving human subjects that is conducted at UT Southwestern Medical Center.

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

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The **Institutional Animal Care and Use Committee (IACUC)** supports a quality animal care and use program to support faculty who use animals in research, testing, or teaching. This program assures that all animal use adheres to applicable requirements and laws.

## SAFETY AND BUSINESS CONTINUITY

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**Safety and Business Community** is a service department committed to the management and sustainability of environmental health and safety affairs at UT Southwestern Medical Center. The Office supports UT Southwestern staff, research laboratories, physical facilities, hospital, and clinics to maintain a healthy, safe, and compliant work environment.

## TECHNOLOGY DEVELOPMENT

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**The Office for Technology Development** promotes and supports the research enterprise by creating collaborative relationships with the public and private sectors to develop, protect, transfer, and commercialize research results.

- Agreements with outside parties related to intellectual property (material transfer agreements, confidentiality agreements, licenses, etc.) must be established directly with the University, not the individual faculty members or postdoctoral trainees. The Office for Technology Development is designated to negotiate those agreements on behalf of the University.

## LIBRARY SERVICES

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The **Health Sciences Digital Library and Learning Center** supports the information needs of UT Southwestern's research, educational, and clinical activities. The Library maintains a large collection of electronic journal subscriptions and offers literature search and citation management training; and those are just highlights of the assistance and training offered.

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## LIFE ON CAMPUS

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### DIVERSITY & INCLUSION

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Nancy Street, PhD, an Associate Dean of the Graduate School, serves as the **Diversity and Inclusion Officer** for the school. Diversity is the broad range of attributes, experiences, and characteristics – such as race, gender, cultural heritage, sexual orientation, physical/mental ability, age, or national origin, which are only a few dimensions of diversity that make us uniquely who we are. At UT Southwestern, inclusion means creating a work environment where each person has the opportunity to participate fully to achieve the mission of the University and is valued for their distinctive experiences, skills, and capabilities. Dr. Street provides advising, assistance in identifying fellowships, participation in diversity organizations and events, and opportunities for attendance at national diversity conferences, as well as leads the development of a climate where all postdoctoral scholars feel supported and can succeed.

There are several student organizations whose primary focus celebrates diversity, such as the Society for Advancement of Chicanos/Hispanics & Native Americans in Science (SACNAS) chapter, Sexuality Alliance for Scientists (SAS), and The Association for African-American Scientists (TAAAS) as well as others.

### WOMEN IN SCIENCE

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The **Office of Women's Careers** is a division of the **Office of Faculty Diversity & Development**. Their mission is to promote the recruitment, professional development and career advancement of female faculty and trainees at UT Southwestern.

**WISMAC** is a UT Southwestern institutional standing committee composed of appointed representatives of the faculty, administration, fellows, and student body. The committee provides advice and initiatives on issues related to women in science and medicine, with the ultimate goal to improve UT Southwestern for everyone.

There are some **Work/Life Resources** available to help make balancing home and work life a little easier.

### CHILD CARE

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- The **First Step Learning Centre** is located in the Paul M. Bass Administrative and Clinical Center on the North Campus. First Step has been operating since 1998 and offers an educational curriculum, a breastfeeding room, arts and computer rooms, an updated playground, and a cafeteria. The center is open 6:30 a.m. to 6:30 p.m., Monday through Friday.
- Located adjacent to the South Campus at 1966 Inwood Road, the **UTD Callier Child Development Center** provides an active, nurturing learning environment based on the High/Scope curriculum. Fully accredited by the **National Association for the Education of Young Children**, the center is open 7:30 a.m.–6:30 p.m. Monday through Friday. Priority is granted to faculty, so infants of postdoctoral scholars may be placed on a waiting list for admission.
- The **Rosewood Academy** is not a UT Southwestern sponsored program, but is located conveniently by the North Campus on Stutz Road.
- There are **lactation rooms** available in multiple locations across campus for all UT Southwestern women.

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## SHUTTLE SERVICE

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The Physical Plant Department provides **shuttle services** throughout the UT Southwestern campus.

Knowing when to catch a shuttle on campus has gotten a little easier with **Shuttle Tracker**. This GPS tracking system allows you to check real-time shuttle location and arrival times. Apps are also available for iOS and Android devices.

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## FOOD SERVICE

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**Food service** is offered to the UT Southwestern Medical Center community at multiple locations across campus

- South Campus – **Southwestern Dining Plaza** (beneath Gooch Auditorium)
- North Campus – NG 14th Floor, the Commons (NG3) Food Court, and the Bass Building
- additional cafes and cafeterias can be found in the hospitals and clinical buildings

**Food trucks** also rotate through a station on North Campus.

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## UNIVERSITY STORE

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There are two **University Store** locations offering a wide variety of items, such as Office supplies, Stamps, Computers and discounted software, cards, and snacks.

The stores also offer discounted entertainment tickets to places including Six Flags Over Texas, Hurricane Harbor, the Fort Worth Zoo, and the State Fair of Texas.

Hours (South Campus): 7:30 a.m. to 4:30 p.m. weekdays

Hours (North Campus): 8 a.m. to 4:30 p.m. weekdays

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## PHARMACIES

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There are several **Pharmacies** on campus. Discounts are available for postdoctoral scholars.

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## SECURITY

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The **UT Southwestern Medical Center Police Department** personnel are available around the clock to serve the community.

Officers are available 24 hours a day, including weekends and holidays, for a personal escort. Officers will walk with anyone to any location on or near campus. To request an escort, call 214-648-8311. Give the dispatcher your name, phone extension you're calling from, and the location where you'd like the officer to contact you.

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## NEWS AND MEDIA

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UT Southwestern continues a strong tradition of covering its storied mission of excellence in higher education, world-class research and clinical service in a clear, concise and engaging manner through communication streams via the **Newsroom**.

Articles about the exciting research being conducted at UT Southwestern can be found in the **In Pursuit** newsletter.

Connect with UT Southwestern

- [Facebook](#)
- [Twitter \(@utswnews\)](#)
- [Instagram](#) (All Campus)
- [Instagram](#) (Students)
- [YouTube](#)
- [Pinterest](#)
- [LinkedIn](#)
- [Google+](#)

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## POST OFFICES

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The University has two locations of **Post Offices** to serve our personal mailing needs.

The South Campus Post Office is located within the University Store at C1.002 and provides the same type of services available at an official post office, except for postal money orders. The Campus Post Office is open 9 a.m. to 3 p.m. weekdays.

The Paul M. Bass Center Tower 2 location can be found at D.106 (bottom level of building) and offers the same services as the South Campus Post Office.

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## INFORMATION ABOUT DALLAS

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- UT Southwestern Medical Center is located in Dallas, Texas. Dallas is the ninth largest city in the United States and the third largest in Texas with a population of approximately 1.3 million.
- Dallas, along with its sister city of Fort Worth and the surrounding counties, make up what is called the Dallas/Fort Worth (DFW) Metroplex. According to Wikipedia, the **DFW Metroplex** has a population of over six million people.
- Dallas boasts a pleasant climate with an average minimum temperature of 55 degrees Fahrenheit (12-13 degree Celsius) and an average maximum of 76 (about 35 degrees Celsius) degrees Fahrenheit.
- Use the **Cost of Living Comparison tool** to compare the cost of living between Dallas and another city. According to the Bankrate.com Cost of Living Calculator, an income of \$50,004 in Dallas is equivalent to earnings of \$91,787 in San Francisco, \$75,084 in Boston, \$76,385 in Washington D.C., or \$60,463 in Chicago.
- To get an idea of what Dallas life is like, **Dallas Life** and **DestinationDFW** will give you the highpoints
- Dallas has several different and unique neighborhoods. D Magazine describes the **neighborhoods**, including a map, so those who are new to Dallas can familiarize themselves with the location of these neighborhoods.

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## TRANSPORTATION

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Approximately 25% of the postdocs commute to campus by walking. If you do not own a car or use public transportation, you may use ride-sharing services such as **Uber** or **Lyft** or a car-sharing program such as **Zip Car** for local commuting.

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## OPERATING A CAR

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Approximately 63% of the postdocs commute to campus by car.

The state of Texas will allow you to operate a vehicle with a valid, unexpired driver's license from another state or country for 90 days after **moving** to Texas. The process to change licenses are a little different than other states in that you have to have proof of Texas Liability Insurance and Texas Registration with you when you **apply**. Please be aware that you will also have to have other documents to prove your identity and citizenship status.

The Texas Department of Motor Vehicles allows you 30 days to become a **Registered Texan**.

If you are going to own a car in here in Dallas, you may want to consider getting a **NTTA TollTag**. These tags allow you to drive on the Dallas North Tollway, President George H Bush Turnpike, LBJ/635 Express Lanes, and the Sam Rayburn Tollway while the charges are automatically charged to your credit card. You can also use the Toll Tag to pay for parking at DFW and Dallas Love Field airports.

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## PUBLIC TRANSPORTATION

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**Dallas Area Rapid Transit (DART)** services cities with HOV (high occupancy vehicle) lanes, **trains**, buses, and shuttles. They also have a partnership with **Trinity Railway Express (TRE)** for those commuters traveling to and from Fort Worth. For those who live in Denton County, there is the **A-Train** that will take you to a DART transfer point. Uptown residents can also use the **M-Line Trolleys** to get around the area as well as to DART transfer points.

The **reduced cost, subsidized DART Pass** is available to all full-time UT Southwestern employees and students. These passes can be purchased using payroll deduction on a pre-tax basis. Pending annual agreements with DART, the local pass is about \$300 a year and a regional pass is about \$600 a year.

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## BICYCLING

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Bicycling is a popular sport in the DFW area and with that come a lot of trails, bicycle lanes, and laws to protect bicyclists. The **Bike Club at UTSW** suggests riding routes to UT Southwestern and hosts group rides.

If commuting to work, Google Maps has the ability to map out directions for bicyclists. These routes tend to stay off major highways and use trails whenever possible.

DART is also **bicycle-friendly** with bus and train racks for their passengers. At certain stations they offer Bike Lids to protect customers' bicycles while at work. DART's **Ten Steps to Riding a Bike to Work** has some great tips and pointers for those who want to cycle to work.

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## RELOCATING TO DALLAS

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- The **Power To Choose** website gives you the names of electricity providers in your area as well as prices and offers that the companies are currently offering. Select a company a few weeks ahead of your move-in date so that your start of service date can be the day of, or day before your move-in.
- There are several cable and satellite television providers in the DFW area. When it comes to garbage collection or water, please contact your local city hall as to how to get the services started. If your home has natural gas, contact **Atmos Energy** to have this service commenced.
- The International Office has assembled helpful information in their "**Getting Settled in Dallas**" document.

## HOUSING

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- A **survey** of the Medical Students on campus each year provides information about housing choices, costs, and commute times.
- Apartments
  - If you are thinking about renting an apartment, there are a lot of great resources that will help you find the perfect complex. There is a free **service** that will ask you what you are looking for and will recommend communities based on your needs.
  - There are also web resources where you can look up communities based on location, and even see how residents rate their experience.
    - **Rent.com**
    - **ApartmentRatings.com**
    - **DallasApartments.com**
  - There are also several complexes that are very close to UT Southwestern, some of which are even walking distance away from a DART train station or the University itself. Be sure to ask if they offer any discounts for UT Southwestern employees.
    - **5225 Maple AvenueAlta Maple Station**
    - **AMLi on Maple**
    - **Century Medical District Apartments**
    - **Inwood on the Park**
    - **Jefferson West Love Apartments**
    - **The Link on Maple**
    - **Park 5940 MD**
    - **The Southwestern**
    - **Vibe Medical District Apartments**
    - **The Village**
  - **UT Southwestern Medical Park Apartments** are on-campus housing for students. A few units may become available each year for postdoctoral trainees.
- Here are a few resources if you are thinking about purchasing a home:
  - **Realtor.com**
  - **Coldwell-Banker DFW**
  - **Ebby Halliday Realtors**
  - **Zillow.com**
  - **Virginia Cook Realtors**

Furniture rental is available from **Cort Furniture Rental**. Ask if they have any current discounts for UT Southwestern employees.

## EDUCATION FOR CHILDREN

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- **Web Guide to Dallas Private Schools**
- **School District Map** – Texas is different from other states where the school districts are independent from the cities or counties they may serve. For example, you may live in Dallas, but be in the Richardson Independent School District (ISD). This map will allow you to find the school district in which you may be interested.
- There are over 120 **Charter Schools** in the Dallas-Fort Worth Metroplex. Charter schools are public schools run by non-profit groups.



## BANKING

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- There are several ATMs located on campus. The locations are listed **here**.
  - Banks do charge ATM fees when customers besides their own use their machines. These fees can range from one dollar to five per transaction depending on the bank. These fees do add up, so whenever possible use an ATM from your financial institution.
- There are several banks that are close to the UT Southwestern campus that offer checking and savings accounts, loans, credit cards, and certificate of deposits. Since the offerings change often, please call or go to a branch to get the latest details.
  - **Chase Bank**
  - **Bank of America**
  - **Comerica Bank**
- Credit cards (MasterCard and Visa) are very popular here in the United States, and for those who are not citizens, it may be very difficult to acquire one. Some banks like Bank of America or Capital One offer “secured” credit cards where a security deposit is required in order to be issued one. Another option is to apply for a credit card in the home country where credit is already established.

## CELLULAR PHONES

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- Some service providers offer discounts to UT Southwestern employees. These providers may require a two year contract when signing up for a new service. Please have an UT Southwestern ID card ready when signing up.
  - **AT&T**
  - **MetroPCS**
  - **Sprint**
  - **T-Mobile**
  - **Verizon**

## DALLAS NEWS & MEDIA

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- **ABC Affiliate**
- **NBC Affiliate**
- **CBS Affiliate**
- **FOX Affiliate**
- **PBS and NPR Affiliate**
- **Fort Worth Star-Telegram**
- **Dallas Business Journal**
- **Dallas Morning News** – DFWs largest morning newspaper
- **D Magazine** - Cultural and Fashion monthly.
- **Dallas Child**

## ENTERTAINMENT

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### MUSEUMS

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- **Dallas Museum of Art**
- **Perot Museum of Nature and Science**
- **Nasher Sculpture Center**
- **Sixth Floor Museum**
- **Kimbell Art Museum** – Fort Worth
- **Frontiers of Flight Museum**

### SPORTS

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- **Dallas Cowboys** (National Football League)
- **Dallas Mavericks** (National Basketball Association)
- **Dallas Stars** (National Hockey League)
- **Texas Rangers** (Major League Baseball)
- **FC Dallas** (Major League Soccer)

## RESTAURANTS

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- **Searchable list of Dallas restaurants**
- **Searchable list of Fort Worth restaurants**
- **Diningin.com**
- **GrubHub.com**
- **Urbanspoon.com**
- **Yelp.com**

## SHOPPING

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There are plenty of excellent places to go shopping in the DFW area, and we have listed just a few so you know where to go:

- **Target** – retail store selling clothing, furnishings, electronics, and groceries
- **Walmart** – discount retail store selling clothing, furnishings, electronics, and groceries
- **Lowe’s** - appliances, paint, patio furniture, tools, flooring, home décor, furniture and more.
- **Home Depot** - home improvement supplies and services
- **NorthPark Center** - “NorthPark” is home to over 200 upscale to couture stores in the heart of Dallas.
- **Galleria Dallas** - Also known as “The Galleria,” this large shopping center off of 635 (The LBJ) and the Dallas North Tollway has over 200 stores spanning three stories including an ice rink.
- **Highland Park Village** - Known to locals as “The Village,” this outdoor shopping area located in Highland Park is a National Historic Landmark with upscale to couture shops.
- **Stonebriar Centre** - “Stonebriar” is located in Frisco, has over 160 mid to upscale shops with an ice skating rink.
- **The Shops at Willow Bend** - “Willow Bend” is a shopping mall in Plano with 125 shops and four anchor stores (Crate & Barrel, Dillard’s, Macy’s, and Neiman Marcus). This shopping center is located in Plano off of the Dallas North Tollway.
- **University Park Village** - This open-air Fort Worth shopping center has 30 popular retailers including Apple, Barnes and Noble, and Pottery Barn
- **Shops at Knox** - The area is also known as “Knox Henderson” because of its exit off of US-75/North Central Expressway. There is a myriad of restaurants, shops, and services along this busy stretch of road including Sur La Table, Apple, Chuy’s, and La Duni.
- There are also a couple of large outlet shopping centers in the DFW including **Allen Premium Outlets**, **Grand Prairie Premium Outlets**, and the indoor **Grapevine Mills**. Each has a great selection of stores to choose from with home goods, electrics, and clothing.

## GROCERY

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- **Kroger** – Traditional grocery store
- **Tom Thumb** – Traditional grocery store
- **Whole Foods Market** – Specializes in healthy and organic foods. Check out their flagship location on Park Lane.
- **Super Target** – Super Center with a little bit of everything
- **Super Walmart** – Super Center
- **Central Market** – Gourmet and hard to find foods such as hand-made sausages, cheeses, and tortillas with a great selection of bulk and premade foods.
- **Dallas Farmer’s Market** – Located in Downtown Dallas, the Farmer’s Market is a treat. There are four sheds, one specifically selling produce that is grown within a 150-mile radius of Dallas.
- **Costco** – Wholesale grocery (membership required)
- **Sam’s Club** – Wholesale grocery (membership required)

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## PERFORMING ARTS

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- **American Airlines Center**
- **Dallas Symphony Orchestra**
- **AT&T Performing Arts Center**
- **Dallas Opera**
- **Bass Hall**
- **Dallas Summer Musicals**

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## PARKS

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- **Dallas Parks**
- **Klyde Warren Park**
- **White Rock Lake**

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## PLACES OF INTEREST

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- **Dallas Arboretum** – 66 acres of gardens right on White Rock Lake. Don't forget your picnic lunch.
- **Dallas Zoo**
- **Dallas World Aquarium**
- **South Fork** – the famous ranch from the TV show "Dallas"
- **Fort Worth Stockyard** – Now a historical district, this area used to be the place to go to for livestock
- **Six Flags Over Texas** – The original Six Flags theme park
- **Hurricane Harbor Texas** – Six Flags' water park
- **Fort Worth Zoo**
- **Fort Worth Botanical Gardens** – 110 acres containing 23 specialty gardens and 2500 species of plants and flowers.
- **The Katy Trail** – 3.5 long concrete path and a 3.1 mile long soft surface track that runs through part of downtown.
- **Trinity River Audubon Center** – Five miles of hiking trails and a nature preserve.
- **Great Wolf Lodge** – Hotel with an indoor waterpark.
- **Trinity Groves** – restaurants and shops
- **Bishop Arts District** – boutiques, restaurants, bars, coffee shops, and art galleries

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## FESTIVALS & EVENTS

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- **Taste of Dallas**
- **State Fair of Texas**
- **Dallas Blooms**
- **Fort Worth Stock Show and Rodeo**
- **Dallas International Film Festival**
- **Dallas Brewfest**
- **Greenville Avenue St. Patrick's Day Parade**
- **Grapefest**

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## SEPARATION PROCESS

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Whether a postdoctoral scholar is terminated or resigns, you must complete employee separation on your date of employment. You must contact your department administrator to initiate the process. Failure to complete Employee Separation may cause delays in your receiving your final paycheck, vacation accrual balance payout, or retirement contribution refund.

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## RESIGNATION

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A postdoctoral scholar can resign at any time; however, we do recommend giving your mentor at least two weeks' notice. We have a **template** resignation letter for you to use.

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## TERMINATION

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### THREE MONTHS WRITTEN NOTICE

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In most cases, a postdoctoral scholar may be dismissed with a written notice at least three months prior to your appointment ending. A copy of this letter should be filed in your Department or Center, as well as the Postdoctoral Affairs Office and International Affairs Office, if applicable.

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### IMMEDIATE DISMISSAL

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Under unusual circumstances, it may be necessary to dismiss a postdoctoral scholar for violating conduct standards. Any postdoctoral scholar who engages in behavior that violates the required **standards of conduct** will be subject to disciplinary action up to and including dismissal. The Compliance Hotline may be contacted at 877-507-7319 or at **utsouthwestern.net/hotline**. Hotline users may choose to remain anonymous. There will be no retribution or discipline for anyone who reports, in good faith, a possible violation or misconduct. Misrepresentation of degree status to gain appointment is grounds for immediate dismissal.

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## EXIT SURVEY

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Before the end of your, you will receive an exit survey from the Postdoctoral Affairs Office. This survey has two parts: One to gather information such as future career steps and address, the second to get a better understanding of your experience while training here at UT Southwestern. The answers to the second part of the survey are completely confidential. We hope to use your responses collectively to improve our training program for future postdoctoral scholars.

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## GRIEVANCES

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Grievances by postdoctoral scholars are administered through the Assistant Dean for Postdoctoral Affairs and the Dean of the Southwestern Graduate School of Basic Sciences, not through Human Resources.

The postdoctoral scholar should first attempt to resolve the issue with his or her Mentor. If this attempt is unsuccessful, or if the postdoctoral scholar feels that this is not possible, the postdoctoral scholar may consult with the Assistant Dean, Dean of the Southwestern Graduate School of Basic Sciences, or another member of the **Postdoctoral Advisory Committee**.

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## KEEP IN TOUCH!

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We would like to know how your career progresses and changes after your postdoctoral experience at UT Southwestern. Keep in touch with us in the following ways:

**LinkedIn**

**Email Us**

**Facebook**

**Twitter**