

# Ponisio lab personnel policy

Lauren C. Ponisio

April 7, 2020

## 1 PI

1. forward the professional interests of the members of the lab
2. foster and encourage an atmosphere of inclusivity, exploration, learning, and good communication
3. ultimately responsible for research funding, accounting, scientific oversight, and training and oversight of personnel
4. be available to talk about and comment on student and post-doc research ideas and grant applications.
5. be available to discuss personnel and scientific issues
6. answer to the funding agencies. Ensure that public dollars are well-spent; that the science that emerges from my lab is productive, rigorous, and cutting edge.
7. I must approve all abstracts, manuscripts, or any representation of the research that comes from the lab, before it leaves the door for approval by collaborators or submission to meetings or journals.
8. be timely, conscientious, and constructive in my comments on abstracts and manuscripts
9. be timely in writing letters of recommendation

## 2 Undergraduates

1. actively participate in laboratory group functions
2. work as a group to support a sustainable schedule, and adhere to it
3. faithfully commit to the schedule, and be available and willing to contribute beyond the schedule in emergencies
4. if scheduling conflicts arise, be proactive, and communicative

5. laboratory work will initially involve duties that support the work of lab technicians, students, and post-docs. Self-sufficient projects are the goal, but may take a couple of years to be realized. Assignment of an individual project is possible only after several quarters of dedicated work in supporting roles, sufficient demonstration of commitment, enthusiasm and attention to detail. Opportunities may arise to be included as an author on publications that emerge from lab contributions when appropriate.
6. if/when opportunities arise to attend research conferences, students should seek out funding to attend such conferences (from UCR, the conference, etc.)

### **3 Lab Technicians**

1. is expected to be a leader in the laboratory, helping to foster an atmosphere of inclusivity, exploration, and learning
2. faithfully commit to the contracted work hours
3. be flexible and available and willing to contribute beyond scheduled hours in emergencies or crunch times; hours will be compensated during non-critical periods
4. be proactive in troubleshooting and technology development
5. contribute to training new lab personnel
6. may take opportunities to work on self-inspired or self-motivated projects, after assigned duties are fulfilled.
7. follow priorities set by PI or lab, keep track of hours spent on tasks
8. Inform the PI when planning to take vacation days a month in advance for multi-day vacations, a week in advance for a single vacation day (i.e., a Friday).
9. Health days are for when you (or a close relative, partner, child etc.) are unwell, or need an extended doctor's visit. Call/email the PI the day you wake up sick and inform them that you are not well. For regular doctors visits up to four hours can be taken. Health days cannot be taken with vacation days unless you become unwell before a planned vacation.

### **4 Graduate Students**

1. is expected to be a leader in the laboratory, in helping foster an atmosphere of inclusivity, exploration, and learning
2. be responsible for own schedule and goal setting (see General Advice Section 1)
3. seek out additional mentors and collaborators (see General Advice Section 5), and ask for help when needed (see General Advice Section 5.1)
4. develop your research ideas and learn to talk about them effectively (see General Advice Section 2- 3)

5. be flexible and available and willing to work beyond personal schedule in emergencies or crunch times
6. mentor undergrads
7. contribute to assigned tasks (keeping website up-to-date, tidying up etc.)
8. expected to write fellowship grants throughout their tenure for research money, stipend funds, travel funds, etc... (See Funding)
9. attend research conferences, especially in the last few years of their tenure. Lab funds for travel are limited, so you must try to fund yourself through grants from the conference and department.
10. be generally present in the lab during the academic school year

## 5 Post-docs

1. is expected to be a leader in the laboratory, in helping foster an atmosphere of inclusivity, exploration and learning
2. responsible for own schedule, goal setting (see General Advice Section 1), and to work their contracted hours
3. be flexible and available and willing to work beyond personal schedule in emergencies or crunch times
4. seek out additional mentors and collaborators (see General Advice Section 5), and ask for help when needed (see General Advice Section 5.1)
5. develop your research ideas and learn to talk about them effectively (see General Advice Section 2- 3)
6. write fellowship grants throughout their tenure for research money, stipend funds, travel funds, etc... (See Funding)
7. is typically hired to work on a specific project, on which their goal should be to earn primary authorship of emergent publications.
8. mentor undergrads and graduate students
9. contribute to assigned tasks (keeping website up-to-date, tidying up etc.)
10. side projects are possible and encouraged as long as either 1) the project that they were hired to contribute to is complete or rapidly progressing, and 2) the postdoc secures their own research funding.
11. mentor graduate students and/or undergraduate trainees.
12. encouraged to attend research conferences. Lab will only pay for travel and fees if funds are available, and if the postdoc is primary author and presenting (platform talk or poster). Even if this is the case, postdoc is expected to apply for travel funds

13. be generally present in the lab during the academic school year, unless previously arranged with the PI
14. if on a specific grant, expected to spent 90% of more of their contracted hours on lab-related projects (at most 10% on phd work, other collaborations etc.). If on a fellowship, this split is more liberal, though the postdoc must still spend the majority of their time on lab-related projects
15. Health days are for when you (or a close relative, partner, child etc.) are unwell, or need an extended doctor's visit. Remeber to fill out your timesheet with any health days taken.