

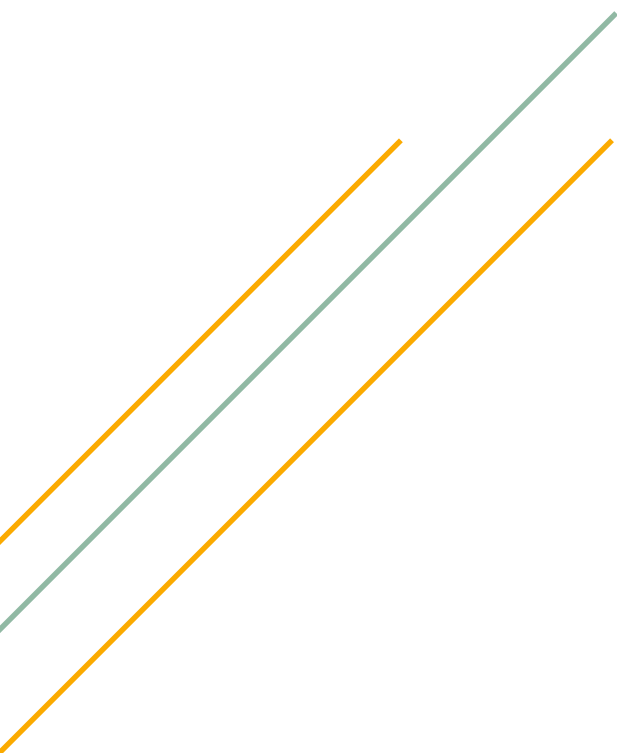
UNIVERSITY OF MIAMI  
GRADUATE SCHOOL

POSTDOCTORAL  
PROGRAMS OFFICE

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# POSTDOCTORAL HANDBOOK



## MESSAGE FROM THE DEAN

It is with great enthusiasm and support that we welcome you to the Postdoctoral Community at the University of Miami!

The Postdoctoral Programs Office was established to recognize and foster the success of our Postdoctoral Associates and Postdoctoral Scholars on all our campuses. As a research institution, we value your contributions as well as the importance of your training. As a postdoc at the University, you will find our community has access to renowned facilities and state-of-the-art resources. This is all in the objective of creating an environment that nurtures professional development and promotes research excellence. Alongside that, we provide workshops and seminars throughout the year to enrich your experience and facilitate personal and professional growth.

We encourage you to visit our Postdoctoral Programs Office website, where you will find a plethora of resources and information to support you during your time at the University. Take some time to look at our calendar of events, learn about professional development and networking opportunities, view prospective job opportunities, and more.

We hope that your experience at the University is memorable and marks the beginning of a distinguished career in research, innovation, and service.

**Guillermo “Willy” Prado, Ph.D.**  
**Dean of the Graduate School | Postdoctoral Programs Office**  
**Vice Provost for Faculty Affairs**  
**University of Miami**

## **POSTDOCTORAL PROGRAMS OFFICE STAFF**

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## **INTRODUCTION AND OVERVIEW**

The University of Miami was established in 1925 and is highly recognized for its significant contributions to research. Counting more than 211,400 alumni in fields spanning from architecture to cancer biology, the University of Miami is proud to have produced some of the nation's and world's most successful researchers in academia and industry. The University of Miami is engaged in \$325 million in research and sponsored expenditures a year, with the majority housed at the Leonard M. Miller School of Medicine, a state-of-the-art academic medical center. Powered by the groundbreaking research of Miller School of Medicine, University of Miami Health System includes UHealth Tower (operating within University of Miami Hospital and Clinics); the Sylvester Comprehensive Cancer Center, which is the only NCI-designated cancer center in South Florida; and the Bascom Palmer Eye Institute, recognized as the nation's No. 1 eye hospital for 18 years by U.S. News & World Report. The Rosenstiel School of Marine and Atmospheric Science is one of the leading oceanographic and atmospheric research institutions in the world. The marine campus, located on Virginia Key, is part of a specially designated 65-acre marine research and education park that includes two NOAA laboratories. At the Coral Gables campus, investigators conduct research in engineering, education, mathematics, natural sciences, and social and behavioral sciences.

## **UNIVERSITY OF MIAMI MISSION STATEMENT**

The University of Miami's mission is to transform lives through education, research, innovation, and service.

## **ABOUT THE POSTDOCTORAL PROGRAMS OFFICE**

The Postdoctoral Programs Office at the University of Miami was established in 2006 to recognize and foster the success of our Postdoctoral Associates and Postdoctoral Scholars, collectively referred to as "postdocs", on our medical, marine, and Coral Gables campuses. As a research university, the importance of postdoctoral training is recognized and all contributions to the institution are valued. Our community of postdocs have access to renowned faculty, groundbreaking research, and state-of-the-art resources that prepare them to pursue successful careers in research.

Under the leadership of the Dean of the Graduate School and Vice Provost for Faculty Affairs, Dr. Guillermo "Willy" Prado, the Postdoctoral Programs Office is committed to providing all postdocs University-wide with a supportive environment, resources, workshops, and seminars to enrich the training experience and facilitate personal growth and professional development.

## **ABOUT THE POSTDOC ADVISORY COMMITTEE**

The Postdoc Advisory Committee was established to provide guidance to the Postdoctoral Programs Office. The Committee meets three times per year to discuss policies and issues related to postdocs and to provide guidance on professional development programming. The [Postdoctoral Programs Office website](#) lists the current members of the Advisory Committee, which includes representatives from each University campus.

## **USING THIS HANDBOOK**

This handbook is produced by the Postdoctoral Programs Office and provides information to prepare for the postdoc experience and it is to be used as a guide on resources available at the University of Miami. General topics will apply to postdocs at all three university campuses; however, some information may be specific to each individual campus. The resources listed in this handbook are not exhaustive, and one may need to refer to the University of Miami faculty and staff handbooks and policies. The Postdoctoral Programs Office is available to answer all questions on this handbook.

## **DISCLAIMER AND POLICIES**

While the handbook contains general information and guidelines, the handbook is not intended to be comprehensive and the policies and guidance in the handbook may be changed at any time. Postdocs are obligated to abide by all university policies, including human resources policies and procedures, and those that define intellectual property rights and business conduct and ethical

standards. Postdocs may also be subject to additional policies specific to their departments and schools.

## POSTDOC DEFINITION, REQUIREMENTS, CLASSIFICATIONS, AND TERMS

### WHAT IS A POSTDOC?

Postdoctoral Associates and Postdoctoral Scholars, collectively referred to as “postdocs,” are scientists in training who carry out a research program under the guidance of a research mentor. The [National Institutes of Health](#) (NIH) define a postdoc as “an individual with a doctoral degree (PhD, MD, DDS, or the equivalent) who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing.” The Postdoctoral appointment is a training period to provide postdocs with the skills necessary to become independent researchers.

### POSTDOCTORAL REQUIREMENTS

1. Postdocs are persons who have earned a PhD, MD, DO, DMD, DDS or equivalent doctoral-level degree. Postdoc candidates must provide proof of degree by a copy of the diploma or an authorized official transcript showing the completion of the degree. In cases where a postdoc candidate has defended the dissertation and is waiting for proof of degree completion, an authorized transcript and letter from the university with the date of the successful dissertation defense may serve as proof of degree completion.
2. Depending on the position, the postdoc candidate may have no more than 0-3 years of previous postdoc experience.
3. Postdocs are engaged in full-time scholarly research and training under the supervision of a faculty member or senior scholar, also referred to as the mentor.
4. Postdocs participate in lab meetings, give presentations, and prepare manuscripts on their findings for publications in close collaboration with the mentor.
5. The postdoc position may not be a part of a clinical training program.

### POSTDOC CLASSIFICATIONS

There are two classifications of postdocs at the University of Miami: Postdoctoral Associates and Postdoctoral Scholars. These categories are based upon their corresponding funding source, which governs benefits and manner of tax payment. Postdoc appointments are distinct from those of students, staff, or faculty in their scope, time limits, and nature of appointment.

**Postdoctoral Associates** are funded by extramural federal grants awarded to Principal Investigators as well as other University of Miami funding sources. Postdoctoral Associates are classified as University of Miami employees (staff) and receive a salary and employee benefits. Postdoctoral Associates are subject to periodic payroll tax withholding and receive a Form W-2 in January of each year.

**Postdoctoral Scholars** funded by individual fellowships (e.g., American Heart Association fellowship, National Research Service Award (NRSA) F32 fellowship) or NIH Institutional Training Grants (e.g., NRSA T32) and receive a stipend rather than a salary. Postdoctoral Scholars are not classified as employees and their benefits differ from Postdoctoral Associates. Postdoctoral Scholars will not receive a Form W-2 nor be subject to payroll tax withholding. However, the fellowship payments are still taxable to the recipient.

### TERMS OF THE POSTDOC APPOINTMENT

Postdoctoral appointments are temporary, fixed term, and may be renewed on an annual basis. The initial appointment is for one year and may be renewed for a maximum of five years based on funding and performance. A postdoc can hold a postdoctoral position for a maximum of five years. For example, if one were a postdoc at another institution for two years then the maximum eligible time to be a postdoc at the University of Miami would be three years. After the completion of a five-year term, a postdoc is no longer eligible for renewal and must exit his/her position. An additional year can be granted under

unusual circumstances and on a case-by-case basis. Additional time to complete work is not sufficient justification for a sixth year.

The postdoc offer letter is provided and processed by Human Resources and includes the anticipated beginning date of appointment, compensation information (salary amount for Postdoctoral Associates and stipend amount for Postdoctoral Scholars) and may include the title and a brief explanation of the research project. The offer letter also includes information on the *I am the U* Orientation at the University, and the “Welcome Meeting” hosted by the Postdoctoral Programs Office.

A Human Resources representative must sign each postdoc appointment letter. The offer letter is to then be signed by the postdoc hire and submitted to Human Resources where it is filed.

## **TAX OVERVIEW**

### **Fellowships**

Fellowships are defined as payments to aid one's pursuit of advanced training and research and are issued for the primary benefit of the individual receiving the payment. Because of their status as non-degree candidates, fellowship income received by a Postdoctoral Scholar is considered fully taxable by the US Treasury Department, Internal Revenue Service (IRS).

### **Withholding**

One's residency status determines whether the University withholds for federal taxes from this income.

### **U.S. Citizens and Permanent Residents**

Do not have any federal or state income tax withheld from their fellowship income. If one does not have significant withholdings being taken from another income source, then the individual is expected to file estimated quarterly taxes with the federal (IRS) and state tax authorities, if applicable. Please obtain the estimated tax publications and Form 1040ES, in order to assess whether or not you will need to make estimated quarterly tax payments. See link to IRS [Topic 421 Scholarships, Fellowships, Grants and Other Grants for more information](#).

### **Nonresidents of the United States**

Nonresidents of the United States will have federal taxes withheld from their taxable fellowship income. Individuals holding the F or J visa are assigned a federal withholding rate of 14%. All other visa holders are assigned a federal withholding rate of 30%. If one's home country has an applicable fellowship tax treaty and qualifies for the treaty exemption, the University may be able to reduce or eliminate federal tax withholding from the income. Here is more detail information about tax treaty statements. Please see IRS [Publication 519 – US Tax Guide for Aliens](#).

Nonresidents that are subject to withholding at source should expect to receive Form 1042S on or before March 15<sup>th</sup>. Form 1042S is a statement of income received with related withholding. Please contact UM's Payroll office for more details at: [umpayroll@miami.edu](mailto:umpayroll@miami.edu) or at 305-284-3004.

### **Other Forms, Instructions, and Publications**

For U.S. Persons:

- [Your Federal Income Tax](#)
- [FORM 1040](#) and it's [instructions](#)
- [Publication 505 – Tax Withholding and Estimated Tax](#)
- [Tax Withholding Calculator](#)

For Non-U.S. Persons:

- [Federal income tax reporting on wages paid to Non-U.S. Persons](#)
- [Publication 515 – Withholding of Tax on Non-US Persons](#)

Tax rules and regulations can be complex and differ greatly from one taxpayer to another. Therefore, when in doubt it is best to consult a tax specialist to assist with specific tax questions related to your tax position. The University does not provide tax advice.

## **INTERNATIONAL POSTDOCS**

### **DEPARTMENT OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)**

[ISSS](#) represents the needs and interests of the University's international community and provides support services and programs for international students, researchers, scholars, and academic departments at the University of Miami. Every year, approximately 3,906 international students (undergraduate and graduate) and scholars (professors and researchers) from 120 countries representing every region of the world study, engage in practical training, teach, and conduct research at the University of Miami. International students and scholars face some unique challenges as well as opportunities while pursuing their academic goals. The professional and dedicated ISSS staff provides expert advice, services, programs, and information aimed at supporting all educational endeavors and enriching the U.S. experience over the entire course of the time spent here. The mission of ISSS is to facilitate enrollment, retention, and graduation for international students and to ensure successful experiences for international scholars by providing information, services, acclimation and culturally relevant activities.

Services and programs provided by ISSS for international scholars include:

- Pre-Arrival Information
- International Scholar Orientation
- Immigration Advising for Scholars in J-1 Status and Dependents in J-2 Status (Please note that ISSS administers the University of Miami's Exchange Visitor Program, so ISSS, not Fragomen, should be contacted for immigration advising related to J-1 matters.)
- Online Tax Return Preparation System
- Assistance with Personal and Adjustment Problems
- Liaison with Sponsoring Embassies, Governments, and Agencies
- Cross-Cultural Activities

Detailed information regarding ISSS services and programs can be found on the [ISSS website](#). Please do not hesitate to contact ISSS if any questions come up or you require additional information.

### **FRAGOMEN**

[Fragomen](#) is the official attorney for the University of Miami on immigration issues. Fragomen handles all of the work visa applications for the University (ISSS administers UM's Exchange Visitor Program, so ISSS, not Fragomen, should be contacted for immigration advising related to J-1 matters). They provide regular workshops for University of Miami postdocs free of charge.

### **TAXES AND INTERNATIONAL POSTDOCS**

Unless qualified under a tax treaty between the United States and an individual home government, all payments made to a Non-Resident J-1 Scholar may be subject to applicable federal, state and local taxes. The University of Miami is required by law to withhold those taxes from payments. Please contact the University of Miami's HR-Total Rewards for more information on tax treaty exemptions.

The University of Miami does not give tax advice, does not guarantee, and is not responsible for any final tax results. Also, there are no income tax sessions at the University as the U.S. Internal Revenue Service (IRS) does not offer this service. However, to assist the University's international postdocs and their dependents in "F" and "J" immigration statuses with their IRS filing requirements, International Student and Scholar Services (ISSS) offers access to an online tax return preparation system called GLACIER Tax Prep (GTP). The online tax return preparation system guides users through a series of questions and determines if they are nonresidents for tax purposes. Access to GTP is granted through an access code, distributed via email in February. Please visit the [ISSS](#)



[website](#) for additional information on taxes and other resources for international postdocs.

## COMPENSATION

Postdoctoral Associates receive an annual salary whereas Postdoctoral Scholars receive a monthly stipend. Compensation is based on the postdoc pay band, and University equity guidelines are adhered to. Changes to annual compensation are based on productivity and the University's annual review process, called TALK. Postdoctoral Scholars on NIH training grants must follow NRSA minimums, and this amount varies based on years of experience and discipline.

## LOAN DEFERMENT

Some student loans from U.S. lending institutions may be eligible for payment deferral during postdoctoral training. Postdoctoral Scholars should contact the Postdoctoral Programs Office to request status verification and institutional signature on the required deferment form. Education related deferment forms from the National Student Loan Program can be found at <http://www.nslp.org/>. Lending agencies may differ in their deferral requirements. The lender, not the University of Miami, will make the final determination regarding whether the loan is eligible for payment deferral.

## HUMAN RESOURCES BENEFITS

[Human Resources](#) (HR) will have answers to everything from orientation to benefits and wellness. The HR website contains a listing of the different University departments and the corresponding HR partners. Please [click here](#) to visit the site to determine who your HR partner is based on the department you are in. Please reach out to them for additional information, as needed, on programs, events, and resources. Postdocs should familiarize themselves with HR policies and procedures, including the University's Equal Employment Opportunity policy, Reasonable Accommodations and the Americans with Disabilities Act policy, Family and Medical Leave policy, Personal Leave policy, and Discipline policy.

Benefits are based on job classification. Full time and part time greater than 50% full time equivalency Postdoctoral Associates are classified as University of Miami employee (staff) and receive a salary and employee (staff) benefits. Postdoctoral Scholars receive a monthly stipend and are not classified as University of Miami employees. To review the **benefits summaries for each postdoc classification** visit the [University's HR Benefits and Wellness website](#). Some benefits are highlighted in the sections that follow.

### MEDICAL AND DENTAL BENEFITS

Postdoctoral Associates and Postdoctoral Scholars are eligible for [medical and dental benefits](#) as of their start date. Enrollment must be completed within the first 15 working days via [Workday](#).

Open Enrollment is the annual opportunity for faculty and staff to make changes to medical, dental, flexible spending, short-term disability, and accidental death and dismemberment benefits. Open Enrollment occurs in October. During this time, all faculty and staff go online to [Workday](#) to make benefits changes. The effective date for Open Enrollment benefit changes is January 1 of the following year.

### FLEXIBLE SPENDING ACCOUNTS

WageWorks is the [Flexible Spending Account \(FSA\)](#) plan administrator. FSAs allow you to pay certain health and dependent care expenses using pre-tax dollars. Contact WageWorks or University of Miami HR-Total Rewards for deadlines and other details.

<b>WageWorks</b>	<b>HR-Total Rewards</b>
Telephone: 1 (877) 924-3967 Website: <a href="https://www.wageworks.com/">https://www.wageworks.com/</a>	Telephone: (305) 284-3004 Website: <a href="http://www.miami.edu/benefits/ask">www.miami.edu/benefits/ask</a>

### **VACATION AND SICK LEAVE**

Vacation and sick leave policies differ for Postdoctoral Associates and Postdoctoral Scholars. Postdoctoral Scholars are granted 10 business days of vacation time and 12 business days of sick time per annual appointment.

Vacation time accruals for Postdoctoral Associates (Regular Exempt employees) are as follows: 6.667 hours per month for two (2) years or less of continuous service; 10 hours per month for more than two (2) years. Maximum accrual is one year's worth of time. Vacation may not be taken during the initial probationary period. All vacation may be taken upon accrual with supervisor's approval, provided the Postdoctoral Associate is not in the probationary period. Sick leave accrual for Postdoctoral Associates begins upon employment and is as follows: 12 days per year for the first two years; 15 days per year starting in the third year. Maximum accrual is 132 days for exempt employees.

### **FEDERAL HOLIDAYS**

Postdocs receive all federal holidays recognized by the University of Miami. Please consult the [University holiday schedule](#) for your campus for the most up-to-date listing.

### **FACULTY AND STAFF ASSISTANCE PROGRAM**

The [Faculty and Staff Assistance Program \(FSAP\)](#) provides free and confidential consultations and referral services to University of Miami faculty, staff, and retirees, as well as their domestic partners, spouses and dependents. Sessions are conducted by Florida licensed mental health professionals who assess concerns, offer support, and recommend services that can be of help. Please call (305) 284-6604 for more information.

### **EMPLOYEE DISCOUNT PROGRAM**

All postdocs, both Postdoctoral Associates and Postdoctoral Scholars, are eligible to receive discounts on a number of products including athletic event tickets, theme park tickets, wellness center services and more. Please visit the [Human Resources Benefits and Wellness website](#) for more information.

### **PUBLIC TRANSPORTATION PROGRAM**

The University's Transit Program offers incentives and discounts to full-time students, faculty and staff using the Metrorail, Tri-Rail, Metrobus, and Miami-Dade "Park and Ride" express buses. Please visit the [Human Resources Benefits and Wellness website](#) for more information.

### **UNIVERSITY OF MIAMI CANTERBURY PRESCHOOLS**

The University has a Canterbury Preschool on both the Coral Gables campus and Medical campus. These childcare centers and preschools offer academic programming to children in the years leading up to kindergarten. For enrollment information, including tuition rates and openings, please visit the [Human Resources Benefits and Wellness website](#).

### **WELLNESS CENTERS**

Postdocs are eligible to sign up for a paid membership to the Patti and Allan Herbert Wellness Center on the Coral Gables campus or the UHealth Fitness and Wellness Center on the Medical campus. Please visit the [Human Resources Benefits and Wellness website](#) for more information and membership rates.

### RETIREMENT SAVINGS PLAN (RSP)

This is a defined contribution plan where postdocs have the opportunity to make voluntary contributions to the plan. Postdocs can change the voluntary contribution amount to any amount between 0% and the maximum allowed by law. Contributions are vested immediately. The University of Miami makes a 5% core contribution after a one year waiting period and completion of 1,000 hours of service. In addition, after one year of service, the University matches dollar for dollar, up to 5%, that a Postdoctoral Associate contributes to the voluntary retirement savings plan. **Although Postdoctoral Scholars may voluntarily contribute to a retirement program, the University will not contribute a match.** Please visit the [Human Resources Benefits and Wellness website](#) for more information.

### TUITION REMISSION

Full-time Postdoctoral Associates can receive a 100 percent tuition remission benefit for two courses per semester with a maximum of 15 credits per calendar year. New employees (Postdoctoral Associates) are eligible for the benefit for the first semester following their first 90 days of employment. Tuition remission is limited to certain credited undergraduate and graduate programs. Please visit the [Human Resources Benefits and Wellness website](#) for more information.

**Postdoctoral Scholars are not eligible for tuition remission benefits, as this benefit is only for University employees (Postdoctoral Associates).**

### ONBOARDING PROCESS

Upon receiving the offer letter, new postdocs at the University of Miami must attend the mandatory “*I am the U*” orientation. The date will be provided by Human Resources upon hiring process. In addition, the Postdoctoral Programs Office offers welcome meetings to familiarize postdocs with policies in this handbook, services provided by the Postdoctoral Programs Office, and training opportunities. Please contact the Postdoctoral Programs Office for more information.

### I AM THE U ORIENTATION

The *I am the U* orientation experience is a personal introduction to the University of Miami. This interactive and engaging day will provide information about what it means to be a part of the University. [I am the U](#) will provide details on all information including dress code, parking and directions.

### UHEALTH ORIENTATION

Postdocs whose appointment is on the University of Miami Medical campus must attend the UHealth Orientation called “We Care” which is scheduled by Human Resources. This is an interactive and informative introduction to the University of Miami Health System's mission, history, strategic priorities, culture of patient focus, and care for each other. This program also integrates the 'need to know' information such as environmental health and safety, compliance and privacy, the patient experience, etc.

### CANE ID

A CaneID is a username/password authentication process that provides access to multiple University of Miami Information Technology systems and services via one username and password. The CaneID Password safeguards access privileges on many University systems and should only be known to the person using it. If there is any suspicion that a password has been discovered or revealed to others, change said password as soon as possible. CaneID Authentication Service (CAS) is a login service that allows access to multiple pass- word-protected Web services on a central authentication server.

Foreign nationals, regardless of visa type, will not receive a Cane ID or Cane Card until after they receive a Social Security Card and present their Social Security Card to Human Resources.

### GETTING A UNIVERSITY OF MIAMI CANE CARD

The Cane Card is an on-campus identification card. Students, faculty, and staff must present a

government issued photo ID such as a driver's license or passport when acquiring their card. The University of Miami requires that all students, faculty, staff as well as other members of our community, are required to carry their Cane Card for identification purposes while on campus. In the process of obtaining a Cane Card, please make sure to call in advance to make sure someone is in the office to assist as office closing times may vary.

Medical Campus	Coral Gables & Marine Campuses
<b>The Public Safety Office</b> Dominion Parking Garage 1051 NW 9th Avenue, Suite 100 Miami, FL 33136 Telephone: (305) 243-6280 Email: <a href="mailto:photoid@med.miami.edu">photoid@med.miami.edu</a> Hours: M-F 9:00 a.m.-5:00 p.m.	<b>Department of Parking and Transportation</b> McKnight Building 5807 Ponce de Leon Boulevard Suite 100 Coral Gables, FL 33146 Telephone: (305) 284-3096 Email: <a href="mailto:parking.gables@miami.edu">parking.gables@miami.edu</a> Hours: M-F 8:30 a.m.-5:00 p.m.

The Cane Card provides access to the areas such as [Otto G. Richter Library](#), [Louis Calder Memorial Library](#), [the UC swimming pool](#), the [Patti and Allan Herbert Wellness Center](#) (for those who purchase a membership), and other facilities where access has been granted.

Lost or stolen Cane Cards should be reported to the Cane Card office during the week or can also be reported to security. After being reported stolen or lost, a card will be deactivated to prevent unauthorized use. Lost or stolen cards will be replaced for a \$25 fee (fee waived upon proof of police report). Damaged cards will be replaced for free upon exchange of the original damaged card.

### UNIVERSITY EMAIL ACCOUNT

Email account information will be provided prior to the *I am the U* orientation. The password will need to be changed upon receipt. The University of Miami Information Technology office is available to assist in setting up the University email account. It accesses the University Directory from within the Outlook email. [Information Technology](#) will help with an email account or any questions. Note, Foreign nationals, regardless of visa type, will not receive a University email account until after they receive a Social Security Card and present their Social Security Card to Human Resources.

### WELCOME MEETING

Along with the *I am the U* orientation, there will also be welcome meeting. This meeting provides a general sense of the program, staff, and office location. As well as an overview of the handbook and its details. This will allow the chance for preliminary questions to be asked on what is ahead.

### COMPACT BETWEEN POSTDOCTORAL APPOINTEES AND THEIR MENTORS

In order to ensure the best training environment possible, the Postdoctoral Programs Office provides guidelines to enrich Postdoctoral fellow-preceptor relationships. The University of Miami has adopted [The Compact Between Postdoctoral Appointees and Their Mentors](#), which is intended to initiate discussions at the local and national levels about the postdoc appointee-mentor relationship and the commitments necessary for a high-quality postdoctoral training experience. This document will be discussed and signed by both the postdoc and the mentor during early stages of the appointment. The Compact should be submitted to the Postdoctoral Programs Office within 90 days of the start of the postdoc's appointment.

The Association of American Medical Colleges (AAMC) Group on Graduate, Research, Education, and Training (GREAT) and its Postdoctorate Committee drafted The [Compact](#) Between Resident Physicians and Their Teachers.

## GETTING A FLORIDA DRIVER'S LICENSE

A Florida driver's license can be obtained from a Department of Motor Vehicle's office. To schedule an appointment, go to the Florida Department of Motor Vehicles' [online appointment service](#) and information system (OASIS).

## POSTDOC PEOPLE PAGE

The [Postdoc People Page](#) on the Postdoctoral Programs Office website lists all postdocs at the University. If you want to update your profile to include a photo, your CV, publications, etc., please select the "Click Here to Update your Info" button.

## SEPARATION FROM THE UNIVERSITY

Separation from the University may be initiated at any time by the postdoc through resignation, or by the University through dismissal, layoff, and/or end of assignment.

Postdocs are required to provide notice of their resignation one month prior to their departure and must present this notice to the faculty mentor. Although the University of Miami requires that one month written notice be given to their mentor prior to resignation from a postdoc position, it may be both desirable and prudent for this event to be discussed several months ahead of time with the mentor, to ensure that there is sufficient time for a smooth transition.

**Dismissal:** an involuntary separation from the University due to unprofessional conduct, unsatisfactory work performance, and/or as a result of a University policy violation.

**End of Assignment:** a separation from the University upon completion of the training the postdoc was hired to complete, not to exceed a combined total of prior and proposed experience of greater than five (5) years of service, as determined by the University's Postdoctoral Programs Office.

Assignment may end based on:

- The expiration of funds on the project for which the postdoc was hired
- The time period outlined in letter of appointment
- The completion of the training/project for which the postdoc was hired or upon completion of the training/project subsequently assigned to the postdoc after the initial training/project.

The following should be completed in order to end a postdoc appointment:

- Return University of Miami ID, keys, passes, etc. to the appropriate office;
- Organize and leave research data with the principal investigator, including notebooks and electronic files;
- Provide new contact information to the Postdoctoral Programs Office

**Layoff:** an involuntary separation from the University due to the decreased need for certain services, reorganizations, unexpected loss or lack of funds, lack of work, elimination of positions, restructuring of positions, or following an extended leave of absence.

**Resignation:** a voluntary separation from the University initiated by the postdoc.

**Transfer:** a voluntary transfer within the University to another position, initiated by the postdoc and according to the University's policies on recruitment, selection, placement, and internal mobility.

## POSTDOC RIGHTS AND RESPONSIBILITIES

Each postdoc is responsible for developing their own career. Postdoc mentors must acknowledge that the purpose of postdoctoral studies is to advance the skills of each postdoc in line with his/her plan for career development. Postdocs are expected to carry out research outlined with their mentor. Postdocs have a shared responsibility for making the mentoring relationship work. Postdocs are

required to comply with all established policies and procedure of the research group, department and University. Postdocs should become familiar with research policies and responsible conduct of research. The National Postdoctoral Association is a resource on postdoc rights and responsibilities.

The primary goal should be to achieve the training, experience, and professional networking needed to move on to a permanent position that suits personal career goals.

Postdocs should not be pressured to work indefinitely for their mentor, nor become overly comfortable in what should be a finite apprenticeship. A good rule of thumb is that the postdoc should begin a systematic job search at least a year before the end of his or her term. Expectations about a departure should be broached and discussed both upon arrival and during periodic evaluations.

**Postdoc rights** include:

- Clear terms of appointment.
- Research roadmap with mentor: postdocs should engage in conversations with their mentor on the extent of collaboration, obligations in the lab, goals, publications and other benchmarks.
- Mentoring: oversight, feedback, sympathetic consultation, and periodic evaluations.
- Career development opportunities: poster and paper presentations, professional meetings, and networking.

**Postdoc responsibilities** include:

- Postdocs must take ownership of their professional growth and career development.
- Postdocs are encouraged to learn new research tools, attend seminars, and develop collaborations and grant-writing skills.
- Postdocs should contribute their best efforts to the program in which they work and consider themselves full members of that program as long as their appointment lasts.
- Maintain open and timely discussions with mentor regarding possession or distribution of publications, materials, reagents, or records relevant to the research project, and any proposed disclosure of findings or techniques privately or in publications.
- Publish research results and communicate research results to mentor.
- Maintain adequate records of research.
- Original data collected must be left with the principal investigator at the end of the appointment.
- Plan for departure.

## TRAININGS

Every postdoc is responsible for certain trainings that correspond with each campus or department. Most of these trainings can be found within the information technology website. Trainings may include the following.

### RESPONSIBLE CONDUCT OF RESEARCH

Responsible Conduct of Research (RCR) is a critical component of research training and is therefore an essential part of training for all postdocs conducting research. This training introduces researchers to basic principles of RCR and covers a series of topics including data acquisition and management, publications and authorship, ethics, and scientific misconduct, among others. RCR coordinates education in proper usage of equipment and resources within the University of Miami. In collaboration with that training, there will also be training with the Collaborative Institutional Training Initiative (CITI) program at the University of Miami. CITI is a web-based training program in human research subjects' protections. This training is a collaboration between the University of Miami and the Fred Hutchinson Cancer Research Center. [Register](#) for the CITI program. Visit the [Postdoctoral Programs Office website](#) for additional information and resources.



## TITLE IX

[Title IX](#) is a federal civil rights law passed as part of the Education Amendments of 1972. This protects people from discrimination based on sex in educational programs or activities that receive Federal financial assistance. This training is an interactive portal into elements of confidentiality, professionalism, and sexual harassment. It is to compel someone to “speak up” to the Title IX coordinators when there is an issue regarding harassment, injustice in the workplace, and misconduct. By providing confidential complaints to these coordinators, University of Miami can ensure it stays a safe place for all. Refer to their [website](#) for more information.

## THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) TRAINING

[IACUC](#) is a federally mandated university committee that ensures that the care and use of animals is appropriate and humane in accordance with animal welfare regulations. The committee reviews and approves animal use protocols; trains investigators and staff; inspects all animal facilities at the university; monitors animal research projects to ensure compliance; and investigates concerns raised by faculty and staff regarding care and use of laboratory animals. IACUC training ensures that investigators and staff are properly trained. This would include reviewing and approving animal use protocols and conforming to best practices as defined by The Guide for the Care and use of Laboratory Animals. The IACUC general animal training is mandatory for anyone working with animals. [IACUC](#) will provide further answers to questions on this training.

## LAB SAFETY TRAINING

Aside from the training received in person within working in a laboratory, mandatory laboratory safety training is also provided by Facilities Operations & Planning / Office of Environmental Health and Safety (EHS). This presents best practices for general laboratory safety and outlines the risk assessment process when handling hazardous chemicals, waste and its disposal. [Facilities Operations & Planning](#) can provide more information. All postdocs using radioactive isotopes need to contact the [Radiation Control Division](#).

## LABORATORY MANAGEMENT

The Howard Hughes Medical Institute (HHMI) offers a guide to laboratory management titled, “Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty.” The guide is a collection of practical advice and experiences from seasoned biomedical investigators. The laboratory management guide is also available in Chinese. Visit [HHMI](#) to download a full PDF version, individual chapters, or to order a print copy of the guide. The HHMI website offers additional resources and educational materials for early-career scientists, such as checklists, evaluation forms, interactive exercises, and short films.

## PROFESSIONAL DEVELOPMENT

The Postdoctoral Programs Office is committed to providing postdocs with a supportive environment, resources, workshops, and seminars to enrich the training experience and facilitate personal growth and professional development for successful future careers. Event information for postdocs is posted in the [Events Calendar webpage](#) on the Postdoctoral Programs Office website.

## CAREER SUPPORT

The Postdoctoral Programs Office provides ad-hoc support to postdocs regarding career planning and preparation, with the support of the University’s experienced research faculty. Please contact the Postdoctoral Programs Office for more information on participating in these services.

## ANNUAL EVENTS

### Teaching Academy

The Graduate School annually recruits graduate students and postdocs to a Teaching Academy through an application process. Participants selected for the Teaching Academy have the opportunity to build teaching competencies, apply skills, and prepare components of a teaching portfolio. Five two-hour, interactive sessions are held in a semester. Following these sessions, participants will apply what they have learned by leading a class session under the guidance and supervision of the course instructor/teaching mentor. Between sessions, participants will complete readings and assignments, as

well as obtain feedback from instructors and department teaching mentors. Deliverables will include components of a teaching portfolio, including teaching philosophy, teaching CV, and teaching evaluations. Details are posted on the [Postdoctoral Programs Office website](#).

### Graduate and Postdoctoral Research Symposium

Each spring, the Graduate School, in collaboration with the Graduate Student Association and Postdoc Association, hosts the Graduate and Postdoctoral Research Symposium. The format includes poster and oral presentations, a keynote speaker, and an awards ceremony. Students, faculty, and staff from across all University of Miami campuses are invited to attend this half-day symposium, celebrating creativity, innovation, and scientific discovery across all disciplines. Details are posted with the [Postdoctoral Programs Office website](#).

### SEMINARS AND WORKSHOPS

The Postdoctoral Programs Office offers a variety of professional development events that strengthen non-discipline specific competencies such as communication, problem-solving, and leadership to make postdocs successful in a fast-paced and changing world. Professional development events hosted by the Postdoctoral Programs Office are designed to complement the discipline-specific professional development initiatives carried by a postdoc's department. Programming may include sessions on career readiness, grant writing, pedagogy, conducting interdisciplinary research, and more.

As part of the professional development programming, the Postdoctoral Programs Office offers and promotes additional opportunities in RCR for postdocs to continue their development in research ethics and excellence. Sessions may include topics on authorship, confidentiality, mentor/mentee relationships, and more. These sessions are held in collaboration with [University of Miami Institute for Bioethics and Health Policy](#).

Also, Data Services at the University of Miami Libraries support anything related to data, including training, consultations, and data publishing services. They offer free consultative and instructional assistance with data throughout the research lifecycle to University of Miami-affiliated patrons. Their areas of expertise include statistical and qualitative research software, data analysis, SAGE research methods, and data management plans. [Data Services](#) provides all information.

A listing of professional development opportunities can be found on our [Events Calendar](#).

### INDIVIDUAL DEVELOPMENT PLAN

The postdoc appointment is a time to explore career options and short-term and long-term goals. The Individual Development Plan (IDP) is intended to be a tool in this endeavor. Individual Development Plans serve as a functional document that identifies annual progress, professional development needs, and career objectives. The Individual Development Plans can also serve as a communication tool between postdocs and mentors to discuss shared expectations and goals for the year. You may consider using the [myIDP website](#).

### MENTORING

In order to provide a comprehensive development experience, postdocs are encouraged to participate in the Postdoctoral Programs Office co-mentoring program, where they are given the opportunity to select a second mentor within the University. The purpose of this mentor is to provide professional development and general career advice and not to replace the postdoc's current mentor. Secondary mentors may or may not be from the postdoc's same department. Please contact the University of Miami Postdoctoral Programs Office for more information on participating in this voluntary program.

### POSTDOCTORAL COMMUNITY ENGAGEMENT

#### NATIONAL POSTDOCTORAL ASSOCIATION

The [National Postdoctoral Association](#) (NPA) is a member driven organization that seeks sustainable



change and improvement for the postdoc experience and offers program activities focused on advocacy and education, resource development and community-building. Key alliances are forged at all levels and the standards and policies proposed by the NPA are adopted by federal agencies and research institutions through the United States. The University of Miami is an institutional member of the NPA.

The NPA sponsors events across the country to create awareness of and recognize the contributions that postdocs make to the U.S. scientific research enterprise. During the National Postdoctoral Appreciation Week, universities hold workshops, seminars, luncheons, and social events to highlight the contributions of postdocs. The NPA provides resources, survival guides, and other tools for all postdocs.

Each postdoc at the University of Miami is eligible for free affiliate membership to the NPA. Follow the steps below to join. Once the "Submit" button is clicked, an NPA Membership Manager will review the Affiliate Membership request within ten working days, and then email the postdoc once the request has been approved.



Click the link below to join  
[nationalpostdoc.org/page/Join](https://nationalpostdoc.org/page/Join)



Under *membership type*,  
select "**Affiliate Individual  
Member, Postdoc**"



Enter a username and  
password, and complete all  
required fields. You must use  
your UM email address.

**Contact information:**

National Postdoctoral Association  
12320 Parklawn Drive  
Rockville, MD 20852  
Phone: (301) 984-4800  
Website: <https://www.nationalpostdoc.org/default.aspx>

**UNIVERSITY OF MIAMI POSTDOC ASSOCIATION**

The [University of Miami Postdoc Association](#) is a community of postdocs spanning all scientific disciplines. The association represents over 250 postdocs across the University of Miami's three campuses and is dedicated to advocating for postdocs and providing networking opportunities, career advice, and social activities. Follow the University of Miami [Postdoc Association on LinkedIn](#).

**POSTDOC RELATED LISTSERVS**

**Postdoctoral Programs Office Listserv**

Once onboarded, postdocs will start receiving emails from the Postdoctoral Programs Office ([postdoc@miami.edu](mailto:postdoc@miami.edu)).

**Research Listservs**

The Office of Research's listservs are the primary communication tool for the research community. The listservs are resources that can be used to leverage the collective knowledge of the University to help solve problems and improve the effectiveness of research operations:

- **Research Listserv** ([RESEARCH-L@LISTSERV.MIAMI.EDU](mailto:RESEARCH-L@LISTSERV.MIAMI.EDU)): Read about new funding opportunities and updates to policies and procedures from external funding agencies and the University. Questions can be posted and connect with other research administrators.
- **Research Administrators Listserv** ([RESEARCH-ADMIN\\_PROFESSIONAL@LISTSERV.MIAMI.EDU](mailto:RESEARCH-ADMIN_PROFESSIONAL@LISTSERV.MIAMI.EDU)): Read about new funding opportunities and updates to policies and procedures from external funding agencies and the University. Questions can be posted and connect with other research administrators.
- **Clinical Research Listserv** ([CLINICAL-RESEARCH@LISTSERV.MIAMI.EDU](mailto:CLINICAL-RESEARCH@LISTSERV.MIAMI.EDU)): Join this listserv for human subjects' researchers to learn about new policies, training and education opportunities, and process changes from the University. Share information on clinical research and find collaborators and specialized resources.
- **International Research Listserv** ([INTERNATIONAL\\_RESEARCH@LISTSERV.MIAMI.EDU](mailto:INTERNATIONAL_RESEARCH@LISTSERV.MIAMI.EDU)): This listserv targets University faculty, staff, and students engaged in international research and permits subscribers to post questions and share information on topics of interest related to international research.

#### University of Miami Postdoc Association Listserv

The Postdoc Association ([UMPostdoctoralAssociation@gmail.com](mailto:UMPostdoctoralAssociation@gmail.com)) invites all postdocs to [sign-up for their mailing list](#). All postdocs can post to this list.

## RESOURCES

### BICYCLES

The University of Miami is recognized as a bike-friendly university by the League of American Bicyclists. Bike racks are located throughout campus. To protect against bicycle theft, lock the bike with a high-quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at (305) 284-6666 to assist with theft recovery. [UBike](#) will offer all information needed on this.

### BIOLOGICAL SAFETY AND ANIMAL WELFARE

The [Office of Environmental Health and Safety](#) helps the University continuously improve its compliance with health, safety, and environmental regulations. The office provides support and training to avoid occupational, biological, and chemical hazards.

### CAMPUS ENTERTAINMENT

Weekdays, weekends – there is always something happening at the University. Please refer to the [Canes Calendar](#) for upcoming events.

- The [Cosford Cinema](#) shows current and old movie releases. The 240-seat theater is available for instructional and public exhibitions. Sneak-peeks are shown periodically.
- The [Maurice Gusman Concert Hall](#) hosts a myriad of performances, ranging from orchestra, to classical, to jazz and chorus.
- The Concert on the Green is a public annual spring series usually consisting of two concerts. It is a wonderful way to relax and enjoy good music and company.
- The [Jerry Herman Ring Theatre](#) is a venue hosting numerous different stage dramas and musicals.

### CARS ON CAMPUS

Parking on the University of Miami's Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University's Motor Vehicle Parking Code and other policies of the University as they are set or amended by the Provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for, received, and properly displayed a current and valid [University of Miami parking permit](#).

In consideration of being allowed to use the University's facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code, and agrees to pay to the University any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and University of Miami parking permits are not valid at parking meters. For more information, call at (305) 284-3096 or visit Suite 100 of the McKnight Building on the Coral Gables campus.

If on the Medical campus, refer to their [parking options](#).

The Marine campus gives the option to [park](#) as well, please review them for best choice of transportation.

### **DEPARTMENT OF PARKING AND TRANSPORTATION SERVICES**

The University offers several options to ease transportation around and between the campuses. Visit the [Department of Parking and Transportation website](#) or call (305) 284-3096 for information regarding purchasing parking permits and campus shuttle service, as well as maps for campus parking.

### **FUNDING RESOURCES**

The Postdoctoral Programs Office encourages postdocs to further their research interests and goals by applying for research grants from public and private entities. A list of potential funding opportunities, though not comprehensive, can be found in the [Funding Directory webpage](#) on the Postdoctoral Programs Office website.

### **FACULTY AND STAFF HOUSING**

[Faculty and Staff Housing](#), a division of the Office of the Provost, provides assistance to eligible faculty and staff with identifying housing options.

### **HUMAN RESOURCES**

[Human Resources](#) (HR) at the University of Miami will have answers to everything from orientation to benefits and wellness. The HR website contains a listing of the different University departments and the corresponding HR partners. Please [click here](#) to visit the site to determine who your HR partner is based on the department you are in.

### **HUMAN SUBJECT RESEARCH OFFICE (HSRO)**

The [Human Subject Research Office \(HSRO\)](#) provides administrative support for the University of Miami institutional review boards (IRBs). An IRB is a group of individuals charged with reviewing proposed research involving human subjects to ensure protection of those subjects.

### **HUMAN USE AND SAFETY COMMITTEE**

The [Division of Radiation Control](#) ensures that the University of Miami and the Public Health Trust are following all regulations regarding the use of radioactive materials and radiation producing devices. Additionally, the division assures that these materials and devices are used in a manner that minimizes the radiation dose to employees, patients, and members of the general public.

### **HURRY 'CANE SHUTTLE SERVICE**

The University of Miami operates the [Hurry 'Cane Shuttle](#) during the fall and spring semesters. The shuttle fleet, including the bio-diesel fueled Optima buses, is equipped with state-of-the-art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station (see below for Metrorail information). Hurry 'Cane Shuttle facilitates use of perimeter parking lots and provides a convenient means of traversing campus without using a personal vehicle. It also provides transportation between the Coral Gables and marine campuses.

### **INTELLECTUAL PROPERTY LICENSING**

The [UInnovation](#) office is the home of technology advancement at the University of Miami. The office

is comprised of the Office of Technology Transfer (Intellectual Property Strategy and Licensing) and the Wallace H. Coulter Center for Translational Research. The Office of Technology Transfer plays a major role in protecting and preserving the intellectual property assets of the university and offers education and training for researchers on technology advancement.

## LIBRARIES

The University provides a plethora of options when it comes to library usage and services. Combined, the libraries hold:

- 3 million volumes
- 245,000 electronic books
- 74,000 electronic and print serials
- 3 million microforms
- 300 electronic databases with desktop access
- Federal Government documents depository

[Creative Studio](#): Formally known as the Digital Media Lab, located in Room 118 of the Richter Library at the Coral Gables campus, the Creative Studio provides expert support and consultation in the use of digital audio, video, and graphic design technology.

[Otto G. Richter Library](#): On the Coral Gables campus, the University of Miami's main library and largest in the system, houses collections to serve disciplines in the arts, humanities, social sciences, and physical sciences. The library offers several services and benefits to students, such as audiovisual equipment loans, large format and 3D printing, research data services, seminars, workshops, and more.

[Louis Calder Memorial Library](#): Located on the Medical campus is the Louis Calder Memorial Library, providing informed knowledge in support of the University of Miami Miller School of Medicine.

[Marine and Atmospheric Science Library](#): Located on the marine campus, is the home of one of the foremost marine science libraries in the United States. The RSMAS Library's mission is to serve, support, and enhance the learning, teaching and research of the Rosenstiel School of Marine and Atmospheric Science.

[The Mary and Edward Norton Library of Ophthalmology](#): Located in the Bascom Palmer Eye Institute, this library is one of the world's most comprehensive collections of ophthalmic wisdom.

Visit the [University of Miami Libraries website](#) for more information or call (305) 284-3233.

## LOGO LICENSING

It is the responsibility of the [Logo Licensing Office](#) to ensure that the University of Miami receives the appropriate commercial value for the use of its trademark and to actively enforce the unauthorized use of marks/name and logos of the University.

## MOBILE APPS

- UMIAMI App: The University of Miami has a helpful mobile app that gives up to date information on everything from upcoming events to campus maps. The app provides a user-experience that is aligned with life at the University. It is available to download on the App Store and Google Play. Please visit the [website](#) for more information.
- UHEALTH App: The [UHealth app](#) helps find a location nearest, look up UHealth physicians and specialties, request an appointment, and learn about amenities within The Lennar Foundation Medical Center.

## NURSING MOTHERS' ROOMS

The University of Miami provides Nursing Mothers' Rooms to support nursing mothers returning to work, school, or campus. Each room provides a private space where nursing mothers are welcome to express milk or nurse during their time on campus. All rooms are equipped with a comfortable chair, a small table, and an electrical outlet. To locate the Nursing Mothers Rooms across the campuses, use the [interactive map](#), and to request a nursing mothers room use the [Nursing Mothers Request Form](#).

## OFFICE OF CORE & SHARED RESOURCES (OCSR)

The University of Miami and its [UResearch Services](#) recognizes the importance of maintaining a variety of specialized facilities and instrumentation to support the growing research and education enterprise. Shared and core facilities are created and directed by UM faculty and supported by the University to facilitate interdisciplinary collaboration. Visit their website to view the core facility listing or to read more about core facilities and shared resources' policies and resources.

- **Shared resources** include informal resources, shared/common equipment, formalized service centers, and core facilities.
- A **core facility** is a resource that provides investigators with access to instruments, technologies, specialized services, and/or expert consultation. An open facility/resource is available to the internal and external research community. A restricted facility is a resource that is restricted to specific department, institute or center members.

## OFFICE OF RESEARCH ADMINISTRATION

The [Office of Research Administration](#) serves the Coral Gables, medical, and marine campus communities by providing budget development pricing assistance, research administration training, award negotiation and acceptance.

## OFFICE OF THE VICE PROVOST FOR RESEARCH

The [Office of the Vice Provost for Research \(OVPR\)](#) facilitates scholarship, creative activities, scientific discovery, and the responsible conduct of research. Serving all University of Miami campuses, schools, colleges, centers and institutes, the OVPR serves the entire University community. The office provides education and awareness against fabrication, falsification, and plagiarism, as well as offers an outlet for whistleblowing and allegations of misconduct.

## PATTI AND ALLAN HERBERT WELLNESS CENTER

[The University of Miami Wellness Center](#) is a top-quality facility, including a range of programs and classes for all fitness levels. The center boasts a variety of intramural and club sports, group exercise classes and instructional classes that promote healthy living. Personal trainers are available.

## THE WRITING CENTER

The [Writing Center](#), located on the first floor of the Richter Library on the Coral Gables campus, offers free, one-on-one assistance with all types of writing concerns. The center provides support to individuals in any stage of the writing process, from brainstorming to final revisions.

## TITLE IX OFFICE

The University's [Title IX Office](#) works to prevent, stop, and address sexual misconduct across all campuses and for all University community members. Sex- or gender-based discrimination is wrong. It is illegal. It will not be tolerated. The University of Miami is committed to maintaining a safe and secure environment, free from any form of sexual misconduct, including sex- or gender-based discrimination, dating violence, domestic violence, sexual assault, or stalking.

## UHEALTH FITNESS AND WELLNESS CENTER

The [UHealth Fitness and Wellness Center](#) is a 60,000 square foot health facility located on the Don Soffer Clinical Research Building's 9th Floor of the University's Medical campus. The center features state-of-the-art fitness equipment, as well as group exercise classes and offers support from personal trainers and wellness coaches.

## **NEIGHBORHOODS**

### **BRICKELL/KEY BISCAYNE**

These two adjacent areas are primarily high-end areas. Brickell is primarily a high-rise condominium and apartment-based area. Key Biscayne is off Brickell Avenue and is only accessible by the Rickenbacker Causeway. This area is known for its beaches and Crandon Park. There are many condos for rent on Key Biscayne, as there are on Brickell Avenue. However, these rentals tend to be more expensive because of the location.

### **CORAL GABLES**

Home to the University of Miami's Coral Gables campus, Coral Gables is primarily a residential area. Individuals will often find houses, duplexes, apartments, condos, efficiencies, and guest cottages for rent. Coral Gables has quiet streets and is home to some of Miami's best restaurants and quaint art galleries. There are several city bus routes that travel around the Coral Gables campus, including the Metrorail stop at University station.

### **COCONUT GROVE**

Just north of Coral Gables, lush Coconut Grove is typically a 10-minute commute to and from campus. "The Grove" is a great mix of shops, restaurants, parks, bars, clubs, and large annual festivals. There are houses, duplexes, apartments, and condos for rent.

### **KENDALL**

Kendall extends west from US-1 down Sunset Drive, Kendall Drive, and the Killian Expressway. It is a sprawling suburb of apartment complexes, housing subdivisions, and shopping centers. Keep in mind that during peak traffic times, eastbound and westbound travel can take longer than anticipated.

### **MIDTOWN/DOWNTOWN**

North of Brickell, Midtown/Downtown is home to the American Airlines Arena, Bayside, the Miami Design District and the Adrienne Arsht Center for the Performing Arts. Those living in the downtown/midtown area are centrally located to some of Miami's main attractions. South Beach, Brickell, the University of Miami, and the Miami International Airport are all within a short driving distance.

### **SOUTH MIAMI**

Located minutes south of the Coral Gables campus, South Miami sprawls across US-1 in a combination of residential and commercial areas. The busy downtown area, centered east of US-1 at Sunset Drive and Red Road, has several restaurants and shops, as well as The Shops at Sunset Place, an outdoor mall with many well-known stores, restaurants, and a movie theater. A variety of affordable residential options extend from the periphery of downtown, as well as to the west of US-1. There are bus routes serving South Miami that connect with the South Miami Metrorail station (one station south of the University station) and that also travel along Red Road, one of the University's perimeter roads.

### **SOUTH BEACH**

South Beach is the center of Art Deco design, nightlife, and culture in Miami-Dade County. Parking on South Beach can be difficult, as many apartment buildings do not have parking for their tenants. However, most people who live on South Beach have city-issued permits for street parking.

### **WYNWOOD**

Wynwood is an up-and-coming neighborhood in Miami, located north of Downtown and Overtown. Previously an industrial area, it has several new residential developments, many in renovated warehouses now covered with colorful murals. The neighborhood offers plenty of entertainment selections with art galleries, restaurants, bars, and local festivals.



## **LIVING IN MIAMI**

### **ACTORS' PLAYHOUSE AT THE MIRACLE THEATRE**

The [Actors' Playhouse at the Miracle Theatre](#) is located on Miracle Mile. It is one of the regional theatres in the Miami area and presents critically acclaimed drama and musical theatre.

### **ADRIENNE ARSHT CENTER FOR THE PERFORMING ARTS**

The [Adrienne Arsht Center for the Performing Arts](#), commonly known as The Arsht Center, is located on Biscayne Boulevard in Downtown Miami. Completed in 2006, The Arsht Center is the third largest performing arts center in the United States. With state-of-the-art performance facilities, the Adrienne Arsht Center offers South Florida audiences the best and most diverse theater, music, and dance—with a dedication to entertain, challenge, and educate all segments of the community.

### **ART DECO HISTORIC DISTRICT**

The buildings located in the Art Deco Historic District reflect the architecture of the 1930s. This area contains boutique, pastel-colored hotels that reflect the area's restoration to its former beauty. This classic Miami Beach architecture is famous all over the world. The Art Deco Welcome Center is located at 1200 Ocean Drive. The Miami Design Preservation League offers several different tours to visitors who want to explore the Art Deco District.

### **BAYSIDE MARKETPLACE**

[Bayside Marketplace](#) is a shopping mall located in Downtown with a variety of stores and dining options. Overlooking Biscayne Bay, Bayside Marketplace is adjacent to Bayfront Park and in walking distance to the America Airlines Arena. The mall offers onsite paid parking and metered street parking. It is also easily accessible via the Metromover from the Bayfront Park stop.

### **BRICKELL CITY CENTRE**

[Brickell City Centre](#) is mixed-use development spanning nine acres and five blocks in Brickell. It houses high-end retail stores and restaurants, two 43-story luxury residential towers, two additional office towers, a 352-room hotel and a cinema. Brickell City Centre is located between 7th and 8th Streets on both sides of South Miami Avenue and east of South Miami Avenue on the north side of 7th Street. It has paid parking and metered street parking. The Metromover has a designated stop at Brickell City Centre, conveniently dropping commuters off on the third level of the complex.

### **COCONUT GROVE**

Because of its proximity to the Coral Gables campus, the Grove is a popular hang-out. The neighborhood has a large variety of bars, nightclubs, restaurants, and other types of entertainment, such as a movie theater and a comedy club, that appeal to a wide range of tastes.

### **EVERGLADES NATIONAL PARK**

[Everglades National Park](#) is the largest natural park in Miami. It is the largest subtropical wilderness in the United States and is home to several different rare and endangered species. Visitors can participate in different activities such as camping, boating, hiking, bike riding, and airboat rides. Guided tours are also available.

### **FAIRCHILD TROPICAL BOTANIC GARDEN**

[Fairchild](#), the largest botanical garden in the U.S., is an 83-acre botanical garden located in Coral Gables. Its mission is to save tropical plant diversity and the Garden is one of the premier conservations and education-based gardens in the world. It hosts such popular events as the International Orchid Festival in March, the International Mango Festival in July, the Holiday Music in the Garden in December, and Moonlight Musicales, which is scheduled in cooler months and allows guests to spend a romantic evening in the Garden while listening to live music.

### **KEY BISCAYNE**

[Crandon Park](#) and [Bill Baggs Cape Florida State Park](#) are worth a visit. They offer great beaches and lots of space. The beach at Crandon Park is a two-mile, white sand, lagoon style beach. Also at Crandon Park is an amusement center and the Crandon Park Beach Gardens, which has tame lakes

and lush tropical forests.

### **MARY BRICKELL VILLAGE**

[Mary Brickell Village](#) is an outdoor shopping and dining area located on South Miami Avenue in the heart of Brickell. Mary Brickell Village is home to an eclectic mix of different types of restaurants, bars, boutiques, and businesses. Metered and valet parking are available. This area is also accessible via the Metrorail and the Metromover.

### **MIRACLE MILE**

[Miracle Mile](#) is located in the heart of Coral Gables. It is the section of Coral Way between Le Jeune Road and Douglas Road. Miracle Mile is known for its wide variety of specialty boutiques, shops, and restaurants. It is a short driving distance from the Coral Gables campus and is pedestrian friendly.

### **OLYMPIA THEATER**

The [Olympia Theater](#) at Gusman Center for the Performing Arts was built in 1926 as a silent movie palace. It first achieved notoriety for being the first air-conditioned building in the south. The restored theater is home to films, live performances, social affairs, and community events.

### **PÉREZ ART MUSEUM MIAMI**

The [Pérez Art Museum Miami](#) is dedicated to showcasing modern and contemporary, international art from the 20th and 21st centuries. Formerly known as Miami Art Museum, the Pérez Art Museum opened a new building in 2013, which is now a state-of-the-art model for sustainable museum design. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Phillip and Patricia Frost Museum of Science, connected through the Museum Park. Refer to their website for information on days that offer free admission with valid ID. The Pérez Art Museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

### **PHILLIP AND PATRICIA FROST MUSEUM OF SCIENCE**

The [Phillip and Patricia Frost Museum of Science](#) is a science museum, planetarium, and aquarium. The museum offers an experiential setting with interactive exhibitions to explore science, technology, engineering and math. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Pérez Art Museum, connected through the Museum Park. The museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

### **SOUTH BEACH**

South Beach is the southernmost part of Miami Beach. It is a popular destination as it is home to many different nightclubs, excellent restaurants, and shops.

### **THE SHOPS AT SUNSET PLACE**

[The Shops at Sunset Place](#) is located across from the University of Miami Coral Gables campus. This open-air mall houses several different stores and entertainment, such as a movie theater, a bowling alley, and several restaurants. The Shops at Sunset Place is located at the intersection of Red Road (SW 57th Avenue), a perimeter road of the University of Miami and US-1.

### **VENETIAN POOL**

The Coral Gables [Venetian Pool](#) is one of Miami's most unique attractions. It is listed on the National Register of Historic Places. It was created from a coral rock quarry in 1923 and is fed daily with cool spring water. The 820,000-gallon pool is surrounded by Venetian architecture. The grottos, island, coral caves and two waterfalls make this historic treasure worth visiting. Ask about discounts for Coral Gables residents if planning to live in the area.

### **VIZCAYA MUSEUM AND GARDENS**

[Vizcaya](#) is a national historic landmark. Constructed by industrialist James Deering in 1916, Vizcaya is noteworthy for its adaptation of European traditions to Miami's unique subtropical landscape. The estate is an estimated 50 acres, with 10 acres dedicated to the botanical gardens. The museum holds ancient artifacts, as well as furniture and art from the 15th- 19th centuries. Vizcaya is open



year-round.

### **ZOO MIAMI**

[Zoo Miami](#) is the largest and oldest zoo in Florida and is located in southwest Miami-Dade. The climate allows the zoo to keep many animals from all over the world, including those from Africa and Asia. The zoo was one of the first free range zoos where exhibits are completely cage free. White tigers, Cuban crocodiles, komodo dragons, lions, bears, and elephants can all be seen at the Zoo Miami.

## **TRANSPORTATION AROUND THE CITY**

### **BRIGHTLINE**

[Brightline](#) is a private train system bridging the cities of West Palm Beach, Fort Lauderdale, and Miami. The Miami station, located in Downtown Miami, connects to the public [Metrorail](#) system, which has stops in both the Coral Gables and Medical campuses.

### **CORAL GABLES TROLLEY**

The [Coral Gables Trolley](#) is a free transportation service provided by the city of Coral Gables. The trolley has several stops in points of interest around Ponce de Leon Blvd. and Miami Metrobus stops. It also includes a stop at a Miami Metrorail Station. All routes they include will be on their website.

### **FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

[Fort Lauderdale-Hollywood International Airport \(FLL\)](#) is one option those who are flying into or out of the South Florida area. While this airport is further from the Coral Gables campus, flight rates tend to be more reasonable than flights in/out of MIA. Major airlines and discount airlines service this airport. The commute to the Fort Lauderdale airport can easily take 45 minutes by car.

### **MIAMI INTERNATIONAL AIRPORT**

[Miami International Airport \(MIA\)](#) is the closest airport to the University of Miami. Several major airlines fly out of the Miami International Airport. The airport is most easily accessible by taxi or by public transit. Metrobus route 57, which travels along 57th Avenue (Red Road), goes directly to the airport on weekdays. The Metrorail orange line (northbound) provides transportation from the University station to MIA.

### **MIAMI METROBUS**

In addition to the Metrorail, the [Metrobus](#) system of Miami-Dade Transit offers convenient bus routes, which crisscross Miami-Dade County daily. Many buses connect with the Metrorail. Several bus routes travel on Ponce de Leon Boulevard, which borders the southern end of the Coral Gables campus. Copies of bus route maps are available at the Information Desk on the first floor of the Whitten University Center, at the University Metrorail station information desk, as well as online.

### **MIAMI METROMOVER**

The [Metromover](#) is a free electrically powered, fully automated people mover system provided by the city of Miami. It services the neighborhoods of Brickell and Downtown through three different routes. The Metromover connects with several Metrorail stations and Metrobus stops. For all routes and schedules, please refer to their website.

### **MIAMI METRORAIL**

Extending from Kendall to Medley, the [Metrorail](#) is Miami-Dade County's rail system that serves a north-south route. The Metrorail has a route stopping at the Coral Gables campus (via the [University station](#), south of the Stanford Drive entrance to the University). It is also a fast and economical way to get to the Medical campus (via the [Civic Center station](#)). Payment options include paying each time or a pass can purchase college Metrorail passes and monthly Metrorail parking permits at the ticket window on the first floor of the Whitten University Center on the Coral Gables campus. Faculty and Staff may also purchase a pass at a discounted rate. One must have the 'Cane Card to purchase

these special passes.

### **MIAMI TROLLEY**

The [Miami Trolley](#) is a free transportation service provided by the city of Miami. The trolley has 10 different routes through- out the city, servicing the areas of Coconut Grove, Brickell, Little Havana, Downtown, and the Health District around the Medical campus, among others. It connects with several Metrorail stations and Metrobus stops. For all routes and schedules, please refer to their website.

### **TRI-RAIL**

The [Tri-Rail's](#) 22 commuter rail stations connect Miami-Dade, Broward, and West Palm Beach. Tri-Rail services the area around the Fort Lauderdale airport and connects directly with the Metrorail at no additional cost. For all routes and schedules, please refer to their website.

## **SAFETY AND COMPLIANCE**

### **HOTLINE**

The [University Hotline](#) is an anonymous and confidential tool for reporting suspected illegal or inappropriate activity at any University of Miami campus or facility. Report any activity related to fraud, safety concerns, care and treatment, privacy violations etc. The University of Miami values all comments and insight.

### **COMPLIANCE AND ETHICS PROGRAM**

The purpose of the University of Miami [Compliance and Ethics](#) program is to promote and support a working environment which reflects the University's commitment to operating with the highest level of integrity while maintaining compliance with applicable laws, regulations, and policies. The Program includes structural components, systems and practices designed to nurture and preserve a culture of fairness, respect, compassion, honesty and individual accountability while building compliance and ethics consciousness into the daily activities of all members of the University community. The University policies provide the framework within which University community members are expected to operate and apply to all University employees, whether administrators, faculty, fellows, residents, or students.

### **SECURITY ESCORT PATROL**

The University of Miami provides security escorts to all faculty and staff. Security escorts are security supervisors, security officers, and student security patrol officers. While the services are free, you may be asked to present the 'Cane Card. On the Coral Gables campus, The Sergeant Sebastian Escort Service is offered every evening from 6:00 p.m. to 12:00 a.m. If you require a security escort, please call (305) 284-6666 or use any of the emergency Blue Light Phones on campus. On the marine campus you can request a walking safety escort by calling (305) 710-7991. On the Medical campus, the Public Safety Department provides walking safety escorts to and from all campus locations, including the Metrorail station. This service is available 24 hours a day, 365 days a year. To request a safety escort, call (305) 243-7233 or (305) 243-SAFE.

### **EMERGENCY NOTIFICATION NETWORK**

The [University's Emergency Notification Network](#) (ENN) is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home, and office phones; text messages to cell phones; email messages; emergency notification sirens; and public address and loudspeaker messages in some dormitories and other buildings.

### **STAY STRATEGY**

After extensive research among peer institutions, the University of Miami Police Department has recommended the "STAY in Place" approach, rather than a campus-wide lockdown, as the best safety practice. The key components of the STAY strategy are:

**S** Secure the area, lock doors and windows, close blinds, prevent suspect from accessing victims.  
**T** Take cover, hide, and stay out of sight.  
**A** Advise others so that they can take steps to protect themselves; await further information.  
**Y** You must take measures to protect your safety. Police will be busy with the actual response to the incident and will not be able to direct personal actions unless you are actively involved.

Under the STAY strategy, all buildings and organizational units would use existing emergency plans and access to shelter-in-place options will be emphasized. It is expected that many people would seek shelter-in-place in classrooms and major buildings on the campuses. Any decision to lock down buildings would be made on an individual and localized basis within the framework of overall incident management.

### **HURRICANE PREPAREDNESS**

Due to the location of the University, the annual hurricane season is a time to be prepared at home and at the University. Should a storm threaten South Florida, or some other emergency threaten the University, members of the University community should continually monitor the [UM Emergency Preparedness](#) page for updated information.

### **BLUE LIGHT PHONES**

Blue Light Phones provide a direct link to assistance in case of an emergency. Located throughout the University of Miami campus, they may be used to report emergencies, request a security escort, report suspicious persons or activities, or to obtain general information. To use a Blue Light Phone, press the call button, using the phone like any other speaker phone. When a dispatcher answers, inform them of the nature of the situation or emergency.

### **IMPORTANT PHONE NUMBERS**

When dialing from a Coral Gables campus phone, do not dial the area code (305) and prefix 284. Simply dial 8 and the four-digit line number. For the Medical campus, dial 6 and the four-digit line number. For the marine campus, dial 5 and the four-digit line number.

### **EMERGENCY SERVICES**

Campus Police.....	(305) 284-6666
Coral Gables Police.....	(305) 442-1600
Crime Prevention.....	(305) 284-1105
Emergency Information Hotline.....	(800) 227-0354
Emergency Police, Fire and Rescue.....	911
Fire and Rescue.....	(305) 442-1600
Security Escorts at Coral Gables campus.....	(305) 284-6666
Security Escorts at Marine campus .....	(305) 710-7991
Security Escorts at Medical campus .....	(305) 243-7233
Sexual Assault Response Team Hotline (SART) .....	(305) 798-6666
UM Police (quick dial).....	*711
UM Police Business Office .....	(305) 284-3075
Or 8-6666 from any Blue Light phone	

## WEBSITE INDEX

Academic Bulletin <http://bulletin.miami.edu/>  
Academic Calendar <http://www.miami.edu/index.php/registrar/calendar/>  
Actors' Playhouse at the Miracle Theatre <http://www.actorsplayhouse.org/>  
Adrienne Arsht Center for the Performing Arts <http://www.arshtcenter.org/#>  
Bayside Marketplace <http://www.baysidemarketplace.com/>  
Benefits and Wellness <https://www.hr.miami.edu/benefits-and-wellness/index.html>  
Bill Baggs Cape Florida State Park <https://www.floridastateparks.org/park/Cape-Florida>  
Brickell City Centre <http://brickellcitycentre.com/>  
Brightline <https://www.gobrightline.com/offer>  
Cane Card <http://pt.ref.miami.edu/other-services/cane-card/index.html>  
CaneID <http://it.miami.edu/a-z-listing/identity-management/>  
'Canes Calendar <http://news.miami.edu/events/index.html>  
Cosford Cinema <http://www.cosfordcinema.com/>  
Coral Gables Trolley <http://www.coralgables.com/index.aspx?page=325>  
Crandon Park <http://www.miamidade.gov/parks/crandon.asp>  
Department of International Student and Scholar Services (ISSS) [www.miami.edu/issv](http://www.miami.edu/issv)  
Dining Options and Services <http://business-services.miami.edu/departments/auxiliary-services/dining-services/index.html>  
Emergency Preparedness <https://prepare.miami.edu/>  
Ethics Programs <https://ethics.miami.edu/>  
Everglades National Park <https://www.nps.gov/ever/index.htm>  
Faculty and Staff Housing <https://faculty-staffhousing.miami.edu/>  
Fairchild Tropical Botanic Garden <http://www.fairchildgarden.org/>  
Fort Lauderdale-Hollywood International Airport (FLL) <http://www.broward.org/airport/Pages/Default.aspx>  
Fragomen <https://www.fragomen.com/>  
Human Resources <https://www.hr.miami.edu/>  
Hurry 'Cane Shuttle Service <http://pt.ref.miami.edu/campus-transportation/hurry-cane-shuttle/index.html>  
Institutional Animal Care and Use Committee (IACUC) <https://www.uresearch.miami.edu/uresearch-services/iacuc/index.html>  
Jerry Herman Ring Theatre <http://www.as.miami.edu/ringtheatre/>  
Libraries <http://library.miami.edu/>  
Mary Brickell Village <http://www.marybrickellvillage.com/>  
Maurice Gusman Concert Hall <http://facilities.frost.miami.edu/performance-halls/maurice-gusman-concert-hall/index.html>  
Metrobus <http://pt.ref.miami.edu/campus-transportation/metrobus/index.html>  
Metromover <http://www.miamidade.gov/transit/metromover.asp>  
Metrorail <http://pt.ref.miami.edu/campus-transportation/metrorail/index.html>  
Miami International Airport (MIA) <http://www.miami-airport.com/>  
Miami Trolley <http://www.miamigov.com/trolley/>  
Miracle Mile <http://www.shopcoralgables.com/>  
Nursing Mothers Rooms <https://my.hr.miami.edu/benefits-and-wellness/work-life/nursing-mothers/nursing-mothers-map/index.html>  
Olympia Theater <http://www.olympiatheater.org/>  
Parking and Transportation <http://pt.ref.miami.edu/>  
Patti and Allan Herbert Wellness Center <http://wellness.studentaffairs.miami.edu/>  
Pérez Art Museum Miami <http://pamm.org>  
Phillip and Patricia Frost Museum of Science <https://www.frostscience.org/>  
PolicyStat <https://www.it.miami.edu/about-umit/policies-and-procedures/index.html>  
Postdoctoral Programs Office <http://www.postdoc.miami.edu>  
The Shops at Sunset Place <http://www.shopsunsetplace.com/>  
The Writing Center <http://www.as.miami.edu/writingcenter/>  
Title IX Office <https://titleix.miami.edu/>  
Tri-Rail <http://pt.ref.miami.edu/campus-transportation/tri-rail/index.html>  
UBike <http://pt.ref.miami.edu/campus-transportation/ubike/index.html>

UHealth Fitness & Wellness Center <http://wellness.med.miami.edu/>  
UInnovation <https://innovation.miami.edu/index.html>  
ULearn <https://www.it.miami.edu/a-z-listing/ulearn/index.html>  
University Hotline <https://secure.ethicspoint.com/domain/media/en/gui/32533/index.html>  
UResearch <https://www.uresearch.miami.edu/index.html>  
Venetian Pool <https://www.coralgables.com/departments/CommunityRecreation/venetian-pool>  
Vizcaya Museum and Gardens <http://vizcaya.org/>  
Zoo Miami <http://www.zoomiami.org/>



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