



University of Colorado  
Boulder

## **POSTDOCTORAL HANDBOOK**

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## ABOUT

### Welcome Letter from the Office of Postdoctoral Affairs

Dear Postdoctoral Scholar,

On behalf of the Office of Postdoctoral Affairs (OPA), welcome to the University of Colorado Boulder! CU Boulder is an exciting place to launch a research career, with world-class, interdisciplinary research teams including 12 research institutes and dozens of research centers. The collaborative and creative research community at CU Boulder maintains partnerships with local industry leaders and national research laboratories including the National Institutes of Standards and Technology (NIST), the National Oceanic and Atmospheric Administration (NOAA), the National Center for Atmospheric Research (NCAR), the US Geological Survey (USGS) and the National Renewable Energy Laboratory (NREL). The mission of OPA is to enhance and support postdoctoral training and career development, help build a sense of community among postdocs, and serve as a resource to campus and affiliated National Labs. OPA, in collaboration with the Postdoctoral Association of Colorado (PAC) Boulder, offers a number of workshops to aid in your career development including a quarterly orientation that will help you understand your benefits and develop a career plan. OPA also sponsors your membership in the National Postdoctoral Association, and serves as a resource to connect you to local resources to aid in your training and enhance your life at CU Boulder.

OPA encourages you to explore the many programs that CU Boulder has to offer for your research training and professional development. You should seek out opportunities to mentor and to be mentored, and to develop your professional communication skills. Finally, taking concrete steps to establish your own, independent career – such as applying for fellowships or grants and formulating your own Individual Development Plan – will ensure that you are using your postdoctoral training to fully prepare for your chosen career path. Please use this handbook as a guide to get started at CU Boulder, plan your career path, and learn about on-campus resources.

OPA wishes you much success and happiness in your postdoctoral training at CU Boulder.

Best regards,

Office of Postdoctoral Affairs

## Welcome Letter from the Postdoctoral Association of Colorado

Dear Postdocs,

Welcome to the Postdoctoral Association of Colorado Boulder (PAC Boulder), an organization *by postdocs, for postdocs*. We are pleased that you have chosen to join our organization. We are eager to get to know you and to support you in your professional endeavors.

Postdocs fit into a unique position in academia as they are a group in both research and professional training with diverse needs. To serve the postdoctoral community at CU-Boulder and the associated National Labs, the PAC Boulder was formed in 2004 under the auspices of the Office of the Vice Chancellor for Research, now the Research & Innovation Office (RIO). The mission of the PAC Boulder is to provide an environment that fosters professional advancement through workshops, support services, and networking opportunities for all postdoctoral scholars. Through these activities, we as postdocs will be better able to define our roles at the university and the greater research community, allowing us to become successful educators, researchers and professionals.

I personally encourage you to take full advantage of benefits as a PAC Boulder member. PAC Boulder works to:

- act as liaison between the postdoc community, OPA, and University leadership to advocate postdoc relevant issues;
- promote professional development;
- build a strong community; and
- circulate information relevant to postdocs.

The PAC Boulder would also like to welcome you to Boulder and Colorado in general. During the few years you will spend here, make sure you enjoy our natural surroundings and the various activities at your doorstep: hiking the Brainard Area, climbing at Eldorado Canyon, skiing at Winter Park, or horseback riding in Estes Park, to name a few. The weather is always sunny and strong winds, snow or thunderstorms never stay for too long. During your postdoc, the PAC Boulder wishes you will make Coloradan friends, enjoy the food and nature around you, learn about the West and achieve greatness!

Please take your first step toward making a difference in the postdoc community by joining our email list: <https://www.colorado.edu/pac/content/contact-us>. Also, check out our website at <https://www.colorado.edu/pac/> and join our Facebook group to introduce yourself to the community.

Once again, it is a pleasure to welcome you.

Sincerely,

Postdoctoral Association of Colorado (PAC) Boulder

## Introduction to Boulder

Colorado is a unique area to live within the U.S because of its geography and culture. Boulder is situated at the foot of the Rocky Mountains, and Colorado has many desert areas. The climate in Boulder is generally mild and dry, with over 200 sunny days per year (sunblock is recommended). Temperatures range from an average high of 87°F (30°C) in July to 45°F (7°C) in December & January. Boulder gets a fair amount snow during the winter, so you will want to have a wardrobe that includes both winter gear and summer clothing.

Boulder is at an elevation of 5430 feet (1655 m) above sea-level. When you first arrive, you may experience altitude sickness (shortness of breath, headaches, nausea, and fatigue). To help combat altitude sickness, drink a lot of water, eat well, and try to rest for a few days.

The Boulder-Denver area is rapidly growing, with many young adults and families moving from all over the U.S. and the world. Boulderites generally enjoy outdoor activities like hiking or running, visiting one of the over 30 art galleries or museums, shopping at the Boulder Farmer's Market, touring a local brewery or the tea factory, Celestial Seasonings, yoga, and shopping or dining on Pearl Street. The Boulder area has historically ranked well for education, health, dining, the arts, and raising families.

## Contact Information

Office of Postdoctoral Affairs

<https://www.colorado.edu/postdoctoralaffairs>  
[opa@colorado.edu](mailto:opa@colorado.edu)

Postdoctoral Association of Colorado (PAC) Boulder

<https://www.colorado.edu/pac/>  
[pacboulder@gmail.com](mailto:pacboulder@gmail.com)

You should automatically be subscribed to the postdoc email list, which is a source of information on opportunities and events for postdocs. However, if you are not receiving emails from PAC Boulder or OPA, please email [opa@colorado.edu](mailto:opa@colorado.edu).

# POLICIES

## Job Codes

Postdoctoral Scholars at CU Boulder are hired under one of three job codes: Postdoctoral Associate (1312), Postdoctoral Fellow (1438), and Research Associate (1306). More information on these job codes can be viewed on the OPA website:

[https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/updated\\_research\\_faculty\\_job\\_descriptions\\_8-1-2017.pdf](https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/updated_research_faculty_job_descriptions_8-1-2017.pdf)

**Postdoctoral Associate (1312):** The Postdoctoral Associate job title is reserved for individuals paid through internal funds in a temporary, traineeship role. Postdoctoral Associates engage in mentored research and/or scholarship with an ultimate goal to transition to a career.

Postdoctoral Fellow (1438): The Postdoctoral Fellow appointment is restricted to postdoctoral scholars who receive fellowship awards directly from a funding agency; that is, postdocs who have applied for and been granted their own fellowship funding. Postdoctoral Fellows are considered employees of CU Boulder for the purposes of paying and benefiting Fellows being awarded.

Postdoctoral Fellow Stipend (3201): This title would pertain to an individual possessing relevant training and demonstrated competence in a particular discipline to carry out a semi-independent research under the direction of a principal investigator with whom they are training for a defined period of time. This type of Postdoctoral Fellow is ineligible for vacation leave and benefits.

Research Associate (1306): Research Associates are permanent positions that report to a supervisor, though they have a greater degree of independence than Postdoctoral Associates. Research Associates *typically* are more senior than Postdoctoral Associates, having already completed their postdoc. Note: some units on campus classify all postdocs as Research Associates. **If you are a postdoc classified as a Research Associate, be sure to sign up for OPA notifications so you don't miss out on award opportunities and free training programs:**

<http://tinyurl.com/opasubscribe>.

## Benefits

The benefits a postdoc receives are dependent on the job code under which he or she is employed. The **Benefits Eligibility Matrix** shows benefit eligibility for *Postdoctoral Associates* and *Postdoctoral Fellows*:

[https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/postdoc\\_benefits\\_eligibility\\_matrix\\_.pdf](https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/postdoc_benefits_eligibility_matrix_.pdf)

All employees of CU Boulder, including postdocs, are eligible for discounts through Benefit Hub ([stateofcolorado.benefithub.com/](http://stateofcolorado.benefithub.com/)) and through their Eco Pass Extra ([bouldercolorado.gov/goboulder/eco-pass-extra](http://bouldercolorado.gov/goboulder/eco-pass-extra)).

## Best Practices

OPA has drafted a set of best practices and responsibilities to set up the postdoc-mentor team for success in research and career planning.

### *Postdoctoral Scholars*

Postdoctoral scholars should strive to meet the following expectations during their appointment:

1. Assume primary responsibility for his or her research and career development, including but not limited to:
  - a. Seeking opportunities to develop your independent research career through publications, fellowships/grants and performing service to professional societies;
  - b. Creating and following an [Individual Development Plan](#) (IDP), including annual updates and performance reviews.
2. Perform quality research service, as directed by the faculty mentor, in a professional and timely manner.
3. Meet regularly (weekly is recommended) with faculty mentor to openly discuss research progress and career development. Seek research and career advice from faculty mentor, other faculty members, professional society members, and peers, as appropriate.



4. Behave in a professional, collaborative and respectful manner in all interactions with faculty, staff, coworkers, students, and extramural colleagues.

### *Mentors*

Mentors play a critical role in postdoc career development of. As such, mentors are asked to:

- Be available and regularly meet with your postdoc on a one-on-one basis;
- Work with your postdoc to develop an Individual Development Plan (IDP) – a tool to help track your postdoc's progress and goals ([see guidelines here](#)). Research goals should align with the postdoc's career path, with the potential for publications and other opportunities for development;
- Encourage your postdoc to:
  - Attend orientations, trainings, and workshops offered by OPA, Career Services and the Graduate School (spring programming below);
  - Present at conferences and/or symposia, and to take advantage of the [free memberships](#) through CU Boulder;
  - Explore a variety of career options and make connections, particularly in industry, government, and other non-academic sectors, given only an estimated 15-20% will land a tenure track position;
- Provide support and guidance in your postdoc's work, while allowing a degree of autonomy; and
- Remember your postdoc is a trainee with a doctorate and should be respected as such.

## GETTING STARTED AT CU BOULDER

This section contains information pertinent to your first day, week and month as a postdoctoral scholar at CU Boulder. The [Appendix](#) contains a checklist to help you get your paperwork completed and to set up your career development plan. More information and links on general processes to follow as a new employee can be found here: <https://www.colorado.edu/hr/new-employees>

### **Campus Maps**

CU Boulder is comprised of three areas: Main Campus, East Campus, and Williams Village. There are also several national labs located in Boulder that house postdocs. It will be helpful to familiarize yourself with campus, including health clinics, community and dining options. An interactive campus map can be found here: [www.colorado.edu/map/](http://www.colorado.edu/map/)

### **IdentiKey & MyCUInfo**

Your IdentiKey is your CU Boulder login for online services. Once your job appointment is entered into the payroll system, you should receive an employee identification number and your IdentiKey will be created, but you will need to activate it using the following link: [www.colorado.edu/oit/services/identity-access-management/identikkey/help/account-provisioning-activation](http://www.colorado.edu/oit/services/identity-access-management/identikkey/help/account-provisioning-activation)

As discussed in more detail in the following sections, MyCUInfo ([mycuinfo.colorado.edu/](http://mycuinfo.colorado.edu/)) is the main conduit for your employment information, benefits enrollment, pay statements, direct deposit, and tax information/withholdings. There are also a number of online trainings offered

through MyCUInfo and SkillSoft. Once you have activated your IdentiKey, you can log into MyCUInfo to access these resources.

### **Employment Eligibility, Tax Forms and Direct Deposit**

*Within three days of your hire date*, you will need fill out an Employment Eligibility Verification (I-9) form and Affirmation of Legal Work Status Form. These forms can be accessed via the following link: [www.colorado.edu/hr/hr-operations/i-9](http://www.colorado.edu/hr/hr-operations/i-9). *Please check page 9 of the form and bring the necessary documentation with you during your first three days.* You should be provided with additional information on filling out these forms from your department.

You will also need to fill out an IRS form W-4 to determine your income tax withholding. This form is available at [mycuinfo.colorado.edu/](http://mycuinfo.colorado.edu/) under “My Info and Pay.” At this time, you should also fill out your direct deposit information. You will be able to divide your paycheck into multiple bank accounts, should you choose.

International postdocs must consult with an international tax specialist to help you fill out the appropriate paperwork. Book your consultation here: <https://www.cu.edu/blog/work-life/are-you-new-cu-international-employee-book-your-required-appointment-international-0>. Please also see [Taxes](#) in the International Postdocs section of this document.

### **Buff OneCard**

The Buff OneCard will serve as your employee identification. To obtain your Buff OneCard, go to Room N180 in the Center for Community (C4C) building.

The Buff OneCard can be loaded with Campus Cash that can be used at all on-campus dining services (<https://living.colorado.edu/locations-hours>). To learn more about the Buff OneCard or to add Campus Cash, visit the following link: [services.jsatech.com/textpage.php?pageid=224&cid=59&menulevel=C](http://services.jsatech.com/textpage.php?pageid=224&cid=59&menulevel=C).

### **Benefits Enrollment**

New employees must enroll in benefits *within 30 days of the date of eligibility*; if no action is taken, you (but not your spouse or dependents) will be automatically enrolled in a medical and dental plan: [www.cu.edu/employee-services/auto-enrollment](http://www.cu.edu/employee-services/auto-enrollment). You can enroll in benefits through the MyCUInfo portal. Instructions are available through Employee Services: [www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll](http://www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll). You may also find an in-person Employee Benefits and Payroll Orientation helpful. Click here to see the schedule: <https://www.cu.edu/employee-services/benefits-wellness/new-employee/payroll-and-benefits-orientations>

### **New Employee Trainings & Reporting**

#### *New Postdoc Orientation*

At the beginning of each quarter (January, April, July and October), OPA offers an in-person orientation for new postdoctoral scholars. This orientation will inform new postdocs of their benefits and how to enroll and connect postdocs with other new postdocs and campus resources. New postdocs should receive a welcome email and invitation to the next New Postdoc Orientation during their first month. If you do not receive this invitation, or were unable to attend a prior orientation and wish to attend the next orientation, please email [opa@colorado.edu](mailto:opa@colorado.edu).

### *New Employee Training*

CU Boulder requires all new staff, including postdocs, to complete the online New Employee Orientation, Information Security & Privacy Awareness, and Discrimination and Harassment training through MyCUInfo *within 30 days of hire*. <https://www.colorado.edu/hr/new-employees>

### *Responsible Conduct of Research (RCR) Training*

RCR (<https://www.colorado.edu/researchinnovation/rcr/training>) is required for all postdocs paid from a National Science Foundation (NSF) grant and for postdocs supported by select National Institutes of Health (NIH) awards (institutional training grants, educational grants and research career development awards; see also: <https://www.colorado.edu/researchinnovation/rcr/nihi-awards>). RCR training is recommended for all postdocs. ***If you suspect research misconduct***, contact the Research Integrity Officer, Dr. Joe Rosse ([joseph.rosse@colorado.edu](mailto:joseph.rosse@colorado.edu)), for a confidential discussion of your concerns and options for next steps. To learn more about research misconduct, visit the following site: <https://www.colorado.edu/researchinnovation/rcr/research-misconduct>.

### *Reporting Conflicts of Interest*

A Disclosure of External Professional Activities (DEPA) is required to be on file for postdocs and faculty, regardless of whether or not a conflict exists. More information on conflicts of interest and DEPA can be found here: <https://www.colorado.edu/researchinnovation/coi/getting-started>

## CAREER DEVELOPMENT

### **OPA and PAC Boulder Services**

- Trainings and workshops: <https://www.colorado.edu/postdoctoralaffairs/events>
- Award opportunities: <https://www.colorado.edu/postdoctoralaffairs/award-opportunities-memberships>
- Free memberships including Versatile Ph.D. and the National Center for Faculty Development & Diversity <https://www.colorado.edu/postdoctoralaffairs/current-postdocs/memberships>
- Communications promoting postdoc activities
- Community activities and happenings
- Support for Individual Development Plans (IDP)
- Support for and collaborations with the Postdoctoral Association of Colorado Boulder (PAC Boulder)
  - PAC Boulder is CU Boulder's volunteer postdoc group and hosts multiple social events throughout the year. PAC Boulder also offers travel awards for postdocs to present at conferences.

### **Individual Development Plan (IDP) and Annual Review**

As referenced above, using an IDP to create your career development plan and progress is ***highly recommended***. Taking the time to plan your career path will help you use your postdoctoral training period more efficiently and effectively. Furthermore, completing your IDP will help you to familiarize yourself with career planning tools that are common among academic and non-academic employers.

Your IDP will help you to:

- Identify or refine your long- and short-term career goals;
- Identify additional skills that you need to have, and resources for improving them;
- Make and implement a plan for meeting your goals;
- Initiate regular discussions with your mentor(s) about your career path and performance;
- Track your accomplishments and progress toward your career goals;
- Create mentoring and/or training plans when you apply for external funding.

Discussing your IDP with your mentor should be part of your annual review process, in which you seek constructive feedback on your performance in the prior year and create a plan of action for the upcoming year. The IDP template offered by the OPA includes guidelines on creating an IDP, either through the provided template or through another resource, such as [myidp.sciencecareers.org/](http://myidp.sciencecareers.org/). The IDP template will be emailed to new postdocs in their welcome packet from the OPA, and can be found on the OPA website:

<https://www.colorado.edu/postdoctoralaffairs/current-postdocs/professional-development/individual-development-plan-idp>.

### **Funding and Awards**

Obtaining your own funding through a fellowship or grant award will help you move toward an independent career and provide you with invaluable experience no matter your future career plans. As many fellowship applications will only support a postdoc within a certain number of years of completing their doctorate (typically 1 – 3) and competition is substantial, it is a good idea to apply early and often. The Office of Contracts and Grants (OCG) administers grants and fellowships, along with the Campus Controller's Office (CCO). OCG provides information necessary for submitting your grant applications as well as templates and instructions: [www.colorado.edu/ocg/fellowships](http://www.colorado.edu/ocg/fellowships). The Research & Innovation Office also offers a wealth of funding tools and resources: <https://www.colorado.edu/researchinnovation/find-funding/funding>.

### **Employee Services**

#### *Career Advancement & Learning*

Employee Services offers a number of online and in-person career advancement and learning resources ([www.cu.edu/employee-services/career-advancement-learning](http://www.cu.edu/employee-services/career-advancement-learning)), including online trainings through SkillSoft ([www.cu.edu/employee-services/career-advancement-learning/learning/on-the-job/courses/learning-management-system-0](http://www.cu.edu/employee-services/career-advancement-learning/learning/on-the-job/courses/learning-management-system-0)) and e-books ([www.cu.edu/employee-services/career-advancement-learning/learning/job/books24x7](http://www.cu.edu/employee-services/career-advancement-learning/learning/job/books24x7)). A range of topics can be found in these programs by logging in to your MyCUInfo portal.

#### *Tuition Benefit*

CU Boulder offers qualified employees and dependents up to 9 credit hours of tuition waiver each academic year. To learn more or apply for the program, visit the Employee Services website: [www.cu.edu/employee-services/benefits/employee-tuition-benefit](http://www.cu.edu/employee-services/benefits/employee-tuition-benefit).

### **Career Services**

Career Services ([www.colorado.edu/career/](http://www.colorado.edu/career/)) provides individual counseling sessions related to CV/resume preparation, interviewing, or developing a job/networking strategy. Book an appointment here: <https://www.colorado.edu/career/about-us/make-appointment>

## SUPPORT AND ADVOCACY

### **Counseling and Mediation**

CU Boulder offers its staff, including postdocs, a number of resources that provide conflict resolution and counseling services. If you are unsure which of the below services best fits your needs, please email [opa@colorado.edu](mailto:opa@colorado.edu) to set up an appointment to discuss your needs.

#### *Ombuds Office*

<https://www.colorado.edu/ombuds/> The Ombuds Office can assist postdocs confidentially with both administrative and interpersonal concerns or conflicts, including concerns with supervisors, administrators or fellow coworkers.

#### *Faculty Relations*

<https://www.colorado.edu/facultyrelations/> Faculty Relations can assist postdocs who have conflicts with a faculty member. Consultations are confidential; Faculty Relations will report allegations involving criminal conduct, harassment, discrimination, or risk of harm to self or others. Faculty Relations conducts formal investigations of allegations of unprofessional conduct. Appointments are available with the Director of Faculty Relations, Suzanne Soled, by emailing [suzanne.soled@colorado.edu](mailto:suzanne.soled@colorado.edu).

#### *Office of Victim Assistance (OVA)*

<https://www.colorado.edu/ova/> OVA offers **free, confidential** information, support, advocacy, and short-term counseling to students, faculty and staff at CU, including their significant other. OVA can help with a number of experiences including, but not limited to, bias motivated incidents, harassment and discrimination, sexual harassment, sexual assault, stalking, hazing, physical assault, serious accidents, and death of a loved one or community member. In the event of an emergency or if you feel your safety is at risk, always call 911 first.

#### *Office of Institutional Equity and Compliance (OIEC)*

<https://www.colorado.edu/oiec/> OIEC conducts investigations of discrimination and harassment based on race, color, national origin, pregnancy, sex, age, disability, creed, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy at CU Boulder.

#### *Faculty and Staff Assistance Program (FSAP)*

<https://www.colorado.edu/hr/about/faculty-staff-assistance-program> FSAP counselors serve the emotional and psychological needs of the campus community. You can make an appointment, or visit them during walk-in hours Monday through Friday from 11:00 AM – 12:00 PM at ARCE A353. FSAP also offers a number of resources for work-life balance: [www.colorado.edu/hr/faculty-and-staff-assistance-program/work-life-services](https://www.colorado.edu/hr/faculty-and-staff-assistance-program/work-life-services).

### **Advocacy Centers**

#### *Center for Inclusion & Social Change (CISC)*

<https://www.colorado.edu/cisc/> The Center for Inclusion and Social Change was formed in 2018 by the Cultural Unity and Engagement Center, the Women's Resource Center and the Gender and Sexuality Center to offer strengthened services, greater advocacy and more innovative programs to support students in exploring multiple intersecting aspects of their identity.

#### *Disability Services and ADA Coordinator*

[www.colorado.edu/disabilityservices/faculty-staff](https://www.colorado.edu/disabilityservices/faculty-staff) [www.colorado.edu/institutionalequity/ada](https://www.colorado.edu/institutionalequity/ada)

If you require reasonable accommodation or ergonomic evaluation for a disability, the ADA coordinator will help coordinate your request. Disability Services provides additional resources including universal design consultations and accessible technology.

#### *Veteran and Military Affairs*

[www.colorado.edu/veterans/](http://www.colorado.edu/veterans/)

Veterans Services serves the veteran/military community at CU Boulder. Additional information about military leave can be found here under “Other Leaves”: [www.cu.edu/employee-services/leave](http://www.cu.edu/employee-services/leave).

#### *Religious Campus Organizations (RCO)*

<https://www.facebook.com/rco.cu/> RCO is a resource that can help you to connect with a religious community.

## LIFE IN BOULDER

### **Getting Around**

#### *Parking and Transportation Services (PTS)*

[www.colorado.edu/pts/](http://www.colorado.edu/pts/)

PTS coordinates all parking and transportation on campus. Please see below for information on specific services:

<b>Parking Passes</b>	<a href="https://www.colorado.edu/pts/permits/parking-permits/faculty-staff-permits">https://www.colorado.edu/pts/permits/parking-permits/faculty-staff-permits</a>
<b>Biking</b>	<a href="https://www.colorado.edu/pts/getting-around/bicycle">https://www.colorado.edu/pts/getting-around/bicycle</a>
<b>Eco Pass</b>	<a href="https://www.colorado.edu/pts/getting-around/bus/facultystaff-eco-pass">https://www.colorado.edu/pts/getting-around/bus/facultystaff-eco-pass</a>
<b>RTD (Public Transit)</b>	<a href="http://www.rtd-denver.com/">www.rtd-denver.com/</a>
<b>Stampede (East Campus Shuttle)</b>	<a href="http://www3.rtd-denver.com/schedules/getSchedule.action?routeId=STMP">http://www3.rtd-denver.com/schedules/getSchedule.action?routeId=STMP</a>
<b>CU NightRide</b>	<a href="http://www.colorado.edu/umc/cunightride">www.colorado.edu/umc/cunightride</a>
<b>SkyRide (Airport Shuttle)</b>	<a href="https://www.colorado.edu/pts/getting-around/bus/getting-and-out-town">https://www.colorado.edu/pts/getting-around/bus/getting-and-out-town</a>

#### *Department of Motor Vehicles (DMV)*

[www.colorado.gov/pacific/dmv/node/44456/](http://www.colorado.gov/pacific/dmv/node/44456/)

To transfer an out-of-state driver's license or obtain a new one, you must visit a Colorado DMV location. The above link also has information on transferring your vehicle title, voter registration, and obtaining a license if you are not a US citizen. Annual renewals can be completed online.

### **Housing**

The city of Boulder has many housing options within a short walk, bike or bus ride to campus. Additionally, many people choose to commute to Boulder from surrounding communities such as Superior, Louisville, Lafayette, Erie, Gunbarrel and Niwot. These communities may have less expensive housing options. Off-Campus Housing & Neighborhood Relations maintains information about nearby neighborhoods and a rental database called Ralphie's List:

<https://www.colorado.edu/offcampus/>. On-campus housing may be an option for your family.

Learn more about Graduate & Family Housing: <https://living.colorado.edu/explore-your-options>



## Dining

### *On-Campus*

Staff can use Campus Cash to purchase meals in the Center for Community (C4C) and other campus dining facilities at a reduced rate. <https://living.colorado.edu/dining>

### *Off-Campus*

Boulder is home to a diverse array of restaurants, and was named “America’s Foodiest City” by *Bon Appetit* magazine. Many of these restaurants are located on or around the Pearl Street outdoor walking mall. [www.boulderdowntown.com/dining](http://www.boulderdowntown.com/dining)

## Fitness

### *Recreation Centers*

[www.colorado.edu/recreation/](http://www.colorado.edu/recreation/) · [bouldercolorado.gov/parks-rec/recreation-centers](http://bouldercolorado.gov/parks-rec/recreation-centers)

### *Be Colorado*

<https://www.becolorado.org/program/be-colorado-move> Be Colorado offers a number of resources to enhance your wellness, including the fitness rewards program *Move*.

## Pets

<https://bouldercolorado.gov/police/dog-licensing-2> · [bouldercolorado.gov/parks-rec/dog-parks](http://bouldercolorado.gov/parks-rec/dog-parks)

Boulder is a great city for pets, with several local animal hospitals and veterinarians as well as many off-leash areas and dog parks. Most cities in Boulder County will require that you license your dog(s). Cat licensing varies by city. Please check with your city of residence to determine licensing requirements. CU Boulder has partnered with Bright Horizons Care Advantage, which provides a referral service for care providers, including pet sitters: [www.careadvantage.com/cu](http://www.careadvantage.com/cu).

## Things to Do

### *Boulder, On- and Off-Campus*

[www.colorado.edu/events/](http://www.colorado.edu/events/) · [www.boulderdowntown.com/visit](http://www.boulderdowntown.com/visit) · [www.bouldercoloradousa.com/](http://www.bouldercoloradousa.com/) · [www.dailycamera.com/events/things-to-do](http://www.dailycamera.com/events/things-to-do) ·

### *Denver and Greater Colorado*

[www.denver.org/](http://www.denver.org/) · [travel.usnews.com/Denver\\_CO/Things\\_To\\_Do/](http://travel.usnews.com/Denver_CO/Things_To_Do/)

### *Outdoor*

[bouldercolorado.gov/parks-rec/parks-main](http://bouldercolorado.gov/parks-rec/parks-main) · [cpw.state.co.us/](http://cpw.state.co.us/) · [www.bouldercoloradohiking.com/](http://www.bouldercoloradohiking.com/) · [www.coloradoski.com/](http://www.coloradoski.com/) · [www.nps.gov/romo/index.htm](http://www.nps.gov/romo/index.htm) · [www.visitingboulder.com/rock-climbing-in-boulder.php](http://www.visitingboulder.com/rock-climbing-in-boulder.php)

One of Boulder’s best assets is its location at the foot of the Rocky Mountains and plethora of nearby outdoor activities including camping, biking, hiking, rock climbing and skiing. Boulder is home to a number of parks and trailheads and Boulder Creek. Boulder is also located a short distance from Rocky Mountain National Park as well as several Colorado State Parks.

### *Arts and Cultural Events*

<https://www.bouldercountyarts.org/calendar> · [www.bouldercoloradousa.com/things-to-do/arts-and-culture/museums/](http://www.bouldercoloradousa.com/things-to-do/arts-and-culture/museums/) · [www.cupresents.org/](http://www.cupresents.org/) · <https://www.colorado.edu/cwa/> · [www.coloradoshakes.org/](http://www.coloradoshakes.org/) · [www.bouldercounty.org/os/culture/pages/museums.aspx](http://www.bouldercounty.org/os/culture/pages/museums.aspx) ·

[www.denver.org/things-to-do/denver-arts-culture/](http://www.denver.org/things-to-do/denver-arts-culture/) · [redrocksonline.com/](http://redrocksonline.com/) · [www.botanicgardens.org](http://www.botanicgardens.org)

CU Boulder houses many museums and cultural events, including: the Museum of Natural History, the Art Museum, CU Heritage Center, Sommers-Bausch Observatory, the Fiske Planetarium & Science Museum, CU Presents, Macky Auditorium Concert Hall, the Conference on World Affairs, and the Shakespeare Festival.

### *Sports*

#### Recreational Athletics

[www.colorado.edu/recreation/intramural-sports](http://www.colorado.edu/recreation/intramural-sports) · [bouldercolorado.gov/parks-rec/sports](http://bouldercolorado.gov/parks-rec/sports)

#### Professional Sports Teams and Tickets

Team	Sport	Link
CU Buffs	Football, Men's and Women's Basketball, Volleyball and Soccer	<a href="http://www.cubuffs.com/">www.cubuffs.com/</a>
Denver Broncos	Football	<a href="http://www.denverbroncos.com/">www.denverbroncos.com/</a>
Colorado Avalanche	Hockey	<a href="http://avalanche.nhl.com/">avalanche.nhl.com/</a>
Denver Nuggets	Basketball	<a href="http://www.nba.com/nuggets/">www.nba.com/nuggets/</a>
Colorado Rockies	Baseball	<a href="http://colorado.rockies.mlb.com/">colorado.rockies.mlb.com/</a>
Colorado Rapids	Soccer	<a href="http://www.coloradorapids.com/">www.coloradorapids.com/</a>

## FAMILY LIFE

Nationally, over half of postdocs are married, and a third to half of postdocs have dependent children. Boulder County is recognized as a great place for families, including quality schools, access to healthcare, numerous outdoor spaces and family-friendly events.

As a postdoc at CU Boulder, you have access to a number of resources and programs for working parents. You are able to obtain a number of benefits for your spouse and dependent children, including health, vision and dental insurance.

### **Paid Parental Leave**

Effective July 1, 2018, Postdoctoral Associates and Research Associates are eligible for paid parental leave. More details can be found on the OPA website:

<https://www.colorado.edu/postdoctoralaffairs/2018/06/28/cu-boulder-announces-paid-parental-leave-postdoctoral-research-associates>

### **Family Leave**

[www.colorado.edu/hr/employee-relations/leave/family-medical-leave](http://www.colorado.edu/hr/employee-relations/leave/family-medical-leave)

Postdoctoral researchers are eligible for Family Medical Leave Act (FMLA) leave. FMLA may be taken concurrently with accrued vacation and sick leave, as well as short-term disability, if applicable. Visit the above link to learn more about the family leave policy and qualifying events. The National Postdoctoral Association has published useful guides on taking maternity



([www.nationalpostdoc.org/default.asp?page=maternityleave](http://www.nationalpostdoc.org/default.asp?page=maternityleave)) and paternity ([www.nationalpostdoc.org/?page=PaternityLeave](http://www.nationalpostdoc.org/?page=PaternityLeave)) leaves, including information on the U.S. laws governing such leaves.

### Lactation Rooms

There are a number of lactation rooms available on campus as listed at the following site: <https://www.colorado.edu/cisc/resources/parenting-childcare>.

### Childcare

It is recommended that you begin looking for childcare before your move to Boulder, as some care providers may have long waitlists, especially for children under 3 years of age. CU Boulder has partnered with Bright Horizons Care Advantage, which provides a referral service for child and elder care providers: [www.careadvantage.com/cu](http://www.careadvantage.com/cu). Boulder County also offers childcare referrals to residents through the Child Care Resource and Referral Program: [bouldercolorado.gov/child-youth-family](http://bouldercolorado.gov/child-youth-family). Staff can choose to enroll their children at the CU Boulder Children's Center: [childcare.colorado.edu/](http://childcare.colorado.edu/). On days that schools are closed, alternate care is available through Science Discovery Camps at CU Boulder ([sciencediscovery.colorado.edu/program/day-off-holiday-programs/](http://sciencediscovery.colorado.edu/program/day-off-holiday-programs/)) and through the city of Boulder ([bouldercolorado.gov/parks-rec/camps](http://bouldercolorado.gov/parks-rec/camps)).

### Schools

[www.bvdsd.org/newcomers/Pages/default.aspx](http://www.bvdsd.org/newcomers/Pages/default.aspx)

Boulder County has excellent public schools, through Boulder Valley School District (BVSD), that consistently rate among the best in the state and nation (See: [www.usnews.com/education/best-high-schools/colorado/districts/boulder-valley-school-district-no-re2-112043](http://www.usnews.com/education/best-high-schools/colorado/districts/boulder-valley-school-district-no-re2-112043), [www.coloradoschoolgrades.com/SchoolSearch.aspx?districtId=0480&st=0](http://www.coloradoschoolgrades.com/SchoolSearch.aspx?districtId=0480&st=0)). Children are typically enrolled into BVSD schools during the open enrollment period, but may be enrolled at any time using the BVSD website linked above. Many of the schools have a specific focus, such as language immersion, leadership, music, or science. BVSD also has a number of charter schools: [www.bvdsd.org/jobs/Pages/Charter-Schools.aspx](http://www.bvdsd.org/jobs/Pages/Charter-Schools.aspx).

### Things to Do with Kids

[www.coloradokids.com/](http://www.coloradokids.com/) · [www.colorado.com/articles/colorado-family-attractions-kids-10-under](http://www.colorado.com/articles/colorado-family-attractions-kids-10-under) · [boulderfamilies.com/](http://boulderfamilies.com/) · [www.denver.org/things-to-do/denver-attractions/free-denver-family-activities/](http://www.denver.org/things-to-do/denver-attractions/free-denver-family-activities/) · [www.colorado.com/articles/5-free-things-do-colorado-kids](http://www.colorado.com/articles/5-free-things-do-colorado-kids)

The Denver-Boulder area has numerous kid-friendly venues, many of which have periodic free days and free admission for children 2 and under. Admission to the Denver Art Museum is always free for children under 18. In addition to the venues listed below, the Boulder area is home to many farms that have free or low-cost weekend visiting hours during the spring, summer and fall.

Attraction	Link
Boulder County Farmer's Markets	<a href="http://www.bcfm.org/">www.bcfm.org/</a>
Boulder Playgrounds	<a href="http://bouldercolorado.gov/parks-rec/playgrounds">bouldercolorado.gov/parks-rec/playgrounds</a>
Boulder Public Libraries	<a href="https://boulderlibrary.org/youth/">https://boulderlibrary.org/youth/</a>
Butterfly Pavilion	<a href="http://www.butterflies.org">www.butterflies.org</a>
Children's Museum	<a href="http://www.mychildsmuseum.org">www.mychildsmuseum.org</a>

Denver Art Museum	<a href="http://www.denverartmuseum.org">www.denverartmuseum.org</a>
Denver Botanic Gardens	<a href="http://www.botanicgardens.org">www.botanicgardens.org</a>
Denver Zoo	<a href="http://www.denverzoo.org/">www.denverzoo.org/</a>
Dinosaur Ridge	<a href="http://www.dinoridge.org/">www.dinoridge.org/</a>
Downtown Aquarium	<a href="http://www.aquariumrestaurants.com/downtownaquariumdenver/">www.aquariumrestaurants.com/downtownaquariumdenver/</a>
Elitch Gardens	<a href="http://www.elitchgardens.com">www.elitchgardens.com</a>
Hike it Baby	<a href="http://tinyurl.com/osfcpn6">tinyurl.com/osfcpn6</a>
Swimming	<a href="http://bouldercolorado.gov/parks-rec/pools">bouldercolorado.gov/parks-rec/pools</a> <a href="http://bouldercolorado.gov/parks-rec/reservoir-swimming">bouldercolorado.gov/parks-rec/reservoir-swimming</a>
Tiny Town & Railroad	<a href="http://tinytownrailroad.com/">tinytownrailroad.com/</a>
Water World	<a href="http://www.waterworldcolorado.com">www.waterworldcolorado.com</a>
Wings over the Rockies Air & Space Museum	<a href="http://wingsmuseum.org/">wingsmuseum.org/</a>
World of Wonder Children's Museum	<a href="http://www.wowchildrensmuseum.org/">www.wowchildrensmuseum.org/</a>

## INTERNATIONAL POSTDOCS

Approximately half of all postdocs at CU Boulder are international. As outlined below, resources are available to help international postdocs acclimate to life in Boulder and to being a postdoc in the U.S.

### Postdoctoral Association of Colorado (PAC) Boulder

PAC Boulder holds regular social events and networking opportunities for CU Boulder postdocs. <https://www.colorado.edu/pac/>

### International Postdoc Survival Guides

The National Postdoctoral Association (NPA) has published an International Postdoc Survival guide covering topics such as living in the U.S., Income Taxes, and Visas.: [www.nationalpostdoc.org/default.asp?page=SurvivalGuide](http://www.nationalpostdoc.org/default.asp?page=SurvivalGuide).

### International Student and Scholar Services (ISSS)

[www.colorado.edu/oie/iss](http://www.colorado.edu/oie/iss)

ISSS, under the Office of International Education (OIE), helps international scholars with questions regarding their legal status or other related questions. ISSS is located in the Center for Community (C4C) room S355 on the Main Campus. ISSS advisers are available for drop-in help from 9:00 AM – 5:00 PM (4:30 PM in the summer), by phone at 303-492-8057, or via email at [adviser@colorado.edu](mailto:adviser@colorado.edu). ISSS also offers many social and community-oriented events.

### Taxes

[www.irs.gov/](http://www.irs.gov/) · [www.colorado.gov/tax](http://www.colorado.gov/tax) · [www.cu.edu/employee-services/policies/international-tax-overview](http://www.cu.edu/employee-services/policies/international-tax-overview) · [booknow.appointment-plus.com/43rspqeq/](http://booknow.appointment-plus.com/43rspqeq/)

As a new international employee, you must consult with an international tax specialist to help you fill out the appropriate paperwork (please see the above links for information and scheduling). The amount of income taxes you need to pay and whether you need to pay Social Security or Medicare taxes will vary depending on your resident status, marital status, and whether you have dependent children, among other things. Every year, income taxes must be reported to the Internal Revenue Service (IRS) and the state of Colorado by filling out federal

and state income tax returns, respectively, no later than April 15<sup>th</sup> (or the next business day, if it falls on a weekend or holiday). You will need a form W-2 and/or 1042-S; your employer is required to send you these forms. You may owe more taxes if you did not have enough withheld from your paycheck, or you may receive a tax refund if you overpaid your taxes. It is important to report your income tax correctly and on time, and you may consider using a professional service like a Certified Public Accountant (CPA) or Enrolled Agent (EA) for this purpose. If you choose to use a professional tax preparer, ensure that you use someone who is experienced with taxes for international employees.

### English Courses

There are a number of resources on- and off-campus to help your language skills (note OPA cannot endorse any non-CU resources).

Resource	Phone	Link
International English Center	303-492-5547	<a href="http://iec.colorado.edu/overview-programs">iec.colorado.edu/overview-programs</a>
Clear Talk Mastery		<a href="http://www.cleartalkmastery.com/">www.cleartalkmastery.com/</a>
Doorways English School for International Women	303-570-4793	<a href="http://www.doorwaysenglishschool.org/index.html">www.doorwaysenglishschool.org/index.html</a>

### Boulder Council for International Visitors (BCIV)

<https://www.bciv.org/>The BCIV hosts community events for international visitors to the Boulder area and their families, and also prepares a monthly newsletter of events and activities.

### Intercultural Workshop GTP Program

[www.colorado.edu/gtp/workshops/intercultural-workshops](http://www.colorado.edu/gtp/workshops/intercultural-workshops)

The Graduate Teacher Program (GTP) offers an Intercultural Workshop series that may be of interest to international postdocs or postdocs with an interest in teaching.

## APPENDIX

### Onboarding Checklist

#### Before Starting

- ☐ Obtain housing.
- ☐ Sign up for a local bank account.
- ☐ Obtain a Colorado driver's license, if desired.
- ☐ *Postdoc Parents*: Enroll your child(ren) in school and/or daycare.
- ☐ *International Postdocs*: Consult with your department and International Student and Scholar Services to complete your visa requirements for yourself and your family, if applicable, and to determine next steps before and after arrival in Colorado.
- ☐ Explore Boulder's parks, shopping areas and attractions.

#### First Day

- ☐ Activate your IdentiKey.
- ☐ Ensure your employee information is correct on MyCUInfo.
- ☐ Fill out your I-9 form (bring appropriate documentation with you).
- ☐ Fill out the appropriate tax withholding forms:  
*Domestic Postdocs*: fill out W-4 on MyCUInfo.  
*International Postdocs*: schedule a consult with an international tax specialist.
- ☐ Fill out your direct deposit information on MyCUInfo.
- ☐ Have lunch with your coworkers and/or mentor.

#### First Week

- ☐ Get your Buff OneCard and Eco Pass.
- ☐ Meet with your mentor to discuss your career and project plans.
- ☐ Explore the CU Boulder campus.
- ☐ Complete your online New Employee Orientation, Information Security & Privacy Awareness and Discrimination and Harassment training on MyCUInfo.

#### First Month

- ☐ Enroll in benefits through MyCUInfo
- ☐ Fill out your Individual Development Plan (IDP) and discuss it with your mentor.
- ☐ RSVP for New Postdoc Orientation.
- ☐ Sign up for Responsible Conduct of Research training.
- ☐ Complete your Disclosure of External Professional Activities (DEPA) form.
- ☐ Determine and complete any other required project- or department-specific trainings.
- ☐ Attend a sporting or cultural event, visit a museum, or participate in an outdoor activity