

Postdoctoral Association

Handbook of Practical Information for Prospective Postdocs



The University of Texas MD Anderson Cancer Center
Main Campus
1515 Holcombe Boulevard | Houston, TX 77030

Winter 2020
January 2020 – March 2020

updated 12/31/2019

*Created by the MD Anderson Postdoctoral Association and
Victoria McDonnell, DrPH of the Office of Postdoctoral Affairs and Development*

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Thank You for Your Interest

Dear Current and Prospective Postdocs,

On behalf of the [MD Anderson Postdoctoral Association \(PDA\)](#), welcome to The University of Texas MD Anderson Cancer Center! Our main campus, located in Houston, TX, is one of many research and healthcare institutions in the Texas Medical Center. In 2019, MD Anderson again ranked #1 for cancer care by *U.S News & World Report's* survey on "Best Hospitals." In addition to our world renowned clinical service, postdoctoral trainees contribute to our research enterprise and collective goal of Making Cancer History®.

Upon joining the MD Anderson community, you automatically become a member of the MD Anderson PDA, which comprises more than 750 postdoctoral fellows. The functions of the PDA are to:

- 1) develop a community among postdoctoral fellows,
- 2) provide a forum to disseminate information and address issues that affect postdoctoral fellows, and
- 3) encourage a dialogue between postdoctoral fellows and the administration and faculty.

Active members of the PDA comprise our [Postdoctoral Association Executive Committee \(PDAEC\)](#). The PDAEC works closely with the Office of Postdoctoral Affairs & Development (OPAD) to address the needs of postdocs at MD Anderson and to develop initiatives that supplement our research training so that we are better prepared for career progression and advancement. To this end, the PDA and OPAD sponsor or co-sponsor academic and non-academic career development workshops, seminars and symposia with other Texas Medical Center institutions. For more information about the PDA and the postdoc experience, please visit our website at www.mdanderson.org/postdocs.

Why become a member of the PDA Executive Committee (PDAEC)?

In addition to creating initiatives that benefit the postdoc experience, PDAEC members gain invaluable hands-on experience by taking center stage during the planning and implementation of various annual and monthly events. This level of engagement can further enrich a postdoc's marketability, expand professional networks and enhance leadership and management skills.

How to become a member of the PDAEC

To become a member of the PDAEC, email us at postdoctoralassociation@mdanderson.org with a request to attend a meeting. After attending, you must align with one or more of the 12 subcommittees. We typically have one monthly meeting and allow subcommittees to meet on their own time.

Thank you for your interest and, again, welcome to MD Anderson.

Sincerely,



Akosua Badu-Nkansha, PhD
FY20 Co-chair
Postdoctoral Association Executive Committee



Raj Kumar Yadav, PhD
FY20 Co-chair
Postdoctoral Association Executive Committee



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About MD Anderson Cancer Center

In 1936 Monroe Dunaway Anderson created the MD Anderson Foundation and funded it with approximately \$300,000. The Foundation received an additional \$19 million after his 1939 death. In 1941 The Anderson Foundation matched the state appropriation to ensure that The University of Texas hospital for cancer research and treatment authorized by the Texas Legislature would be built in Houston and named for its benefactor.

Since its 1941 inception, MD Anderson has had only five full-time presidents and one acting director.

Current President.....	Peter W.T. Pisters, MD	(2017 -)
Past President.....	Ronald DePinho, MD	(2011 - 2017)
Past President.....	John Mendelsohn, MD	(1996 - 2011)
Past President.....	Charles LeMaistre, MD	(1978 - 1996)
Past President.....	Randolph Lee Clark, MD	(1968 - 1978)
Past Director.....	Randolph Lee Clark, MD	(1946 - 1968)
Acting Director.....	Ernst W. Bertner, MD	(1942 - 1946)

The University of Texas MD Anderson Cancer Center is part of The [University of Texas System](#) which is comprised of eight academic institutions and six health institutions. The [six health institutions](#) are within the reporting structure of Health Affairs. The main hospital of MD Anderson is located at 1515 Holcombe in the Texas Medical Center (TMC) of Houston.

The TMC is comprised of over 40 institutions within the Houston campus and the larger Houston metropolitan area. MD Anderson locations within the Houston area include those at the Texas Medical Center, League City, Katy, Sugar Land, The Woodlands, Bellaire (diagnostic imaging) and Memorial City (surgery). MD Anderson physicians also provide cancer care to patients at Lyndon B. Johnson General Hospital. In addition, there are currently **two research campuses**: The Virginia Harris Cockrell Cancer Research Center at Science Park in Smithville, Texas and the Michale E. Keeling Center for Comparative Medicine and Research in Bastrop, Texas. *Please note, the Smithville location will relocate to Houston in the future (date to be determined).*

Through the [MD Anderson Cancer Network®](#) we have partnerships across Houston, the nation and the globe. These partnerships include Scripps MD Anderson in La Jolla, CA and MD Anderson Cancer Center at Cooper in Camden, New Jersey. We also have certified member and affiliations with more than 15 hospitals and health systems in various states. The MD Anderson Radiation Treatment Center at American Hospital is the international affiliate located in Istanbul, Turkey.

Since 1990, MD Anderson has been named one of the nation's top two hospitals for cancer care by U.S. News & World Report's "Best Hospital" survey.

QUICK FACTS

In 2016 – 2017, ranked first in the number of research grants awarded by the National Cancer Institute (NCI) and invested \$844 million in research. We also had a total of 1,255 active clinical research protocols with nearly 11,000 patients enrolled.

Sources:

[Who was MD Anderson?](#)

[Quick Facts 2019. The University of Texas MD Anderson Cancer Center.](#)

Our Mission

To eliminate cancer in Texas, the nation and the world through outstanding programs that integrate patient care, research and prevention, and through education for undergraduate and graduate students, trainees, professionals, employees and the public.

Our Vision

We shall be the premier cancer center in the world, based on the excellence of our people, our research-driven patient care and our science.

Our Core Values

Caring

By our words and actions we create a caring environment for everyone.

- We are sensitive to the concerns of our patients and co-workers.
- We are respectful and courteous to each other at all times.
- We promote and reward teamwork and inclusiveness.

Integrity

We work together to merit the trust of our colleagues and those we serve.

- We hold ourselves, and each other, accountable for practicing our values.
- We communicate frequently, honestly and openly.
- By our actions, we create an environment of trust.

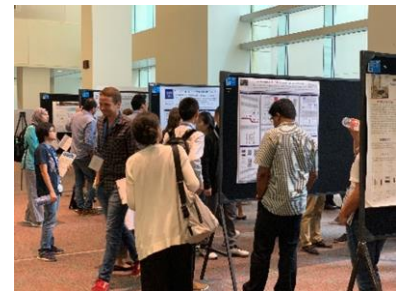
Discovery

We embrace creativity and seek new knowledge.

- We help each other identify and solve problems.
- We seek personal growth and enable others to do so.
- We encourage learning, creativity, and new ideas.

POSTDOCTORAL SCIENTISTS

As a member of our community of postdoctoral scientists and the work you do makes MD Anderson better able to discover and solve cancer-related problems. You personify our Core Value of Discovery, embracing creativity and seeking new knowledge. Your commitment to identifying and solving problems, thrusts MD Anderson closer to our collective mission of Making Cancer History®.



One of two poster sessions during the 2019 Annual Postdoctoral Science Symposium (APSS).

Navigating MD Anderson

BUILDINGS. Navigating MD Anderson and its many buildings can be confusing, particularly when some buildings have multiple names. Get custom driving, parking and walking directions to any MD Anderson destination by using <https://access.mdanderson.org>.



South Campus Research Building (SCRB)
7435 Fannin Street



Smithville Campus *(This campus will relocate to Houston)*
1808 Park Road 1C | Smithville, TX



Sheikh Zayed Bin Sultan Al Nahyan Building for Personalized Cancer Care Research (ZAYED)
6565 MD Anderson Boulevard



1 Mid Campus Building (1MC)
7007 Bertner Avenue



George and Cynthia Mitchell Basic Science Research Building (BSRB)
6767 Bertner Avenue



Lowry and Peggy Mays Clinic
(also known as the Ambulatory Care Building)
1220 Holcombe Boulevard

DIRECTIONS TO MD ANDERSON IN THE TEXAS MEDICAL CENTER

BUILDING NAMES AND LOCATIONS

The table below includes names and addresses of MD Anderson buildings located in the TMC. The codes in green are often used in announcements to identify meeting locations. For instance a meeting in the theatre-configured room on the third floor of the Faculty Center Tower (FCT) is identified as FCT3.5001. However, the shuttle route designation for the same building is PAT as the name of the building is the T. Boone Pickens Academic Tower (PAT) (see p. 13).

Please note some codes may not included on the following table.

Map of MD Anderson on next page.

MD Anderson Hospital 1515 Holcombe Boulevard Houston, TX 77030-4009 (MDAH) (MAIN)	Green Park II 7505 Main Street Houston, TX 77030-4520 (GPT)	Pawnee Building 3000 Pawnee Street Houston, TX 77054-3301 (WPS)
Ambulatory Care Building 1220 Holcombe Boulevard Houston, TX 77030-4004 (ACB)	Holly Hall Building 2555 Holly Hall Houston, TX 77054-4124 (HHB)	Pickens Academic Tower 1400 Pressler Street Houston, TX 77030 (PAT) (FCT)
Basic Sciences Research Building 6767 Bertner Houston, TX 77030-2603 (BSRB)	Houston Medical Center Professional Building 6655 Travis Street Houston, TX 77030 (HMC)	Physical Plant & Police Building 7777 Knight Road Houston, TX 77054-3005 (PPB)
Cancer Prevention Building 1155 Pressler Street Houston, TX 77030-3721 (CPB) (DUN)	John Mendelsohn Faculty Center 1400 Holcombe Boulevard Houston, TX 77030-4008 (FC)	Proton Therapy Building 1840 Old Spanish Trail Houston, TX 77054-2002 (PTC)
Dan L. Duncan Building 1155 Pressler Street Houston, TX 77030-3721 (DUN) (CPB)	Kirby Centre Building 9220 Kirby Drive Houston, TX 77054-2533 (KCA)	Rotary House International Hotel/Building 1600 Holcombe Blvd Houston, TX 77030-4012 (RHI)
El Rio Building 8060 El Rio Street Houston, TX 77054-4104 (ERD)	Life Sciences Plaza 2130 West Holcombe Boulevard Houston, TX 77030 (LSP)	Sheikh Zayed Bin Sultan Al Nahyan Building 6565 MD Anderson Boulevard (ZAYED)
El Rio Street Lab 8000 El Rio Street Houston, TX 77054-4104 (ER)	Mays Clinic 1220 Holcombe Boulevard Houston, TX 77030-4004 (ACB)	Smith Research Building 7777 Knight Road Houston, TX 77054-3005 (SRB)
Faculty Center 1400 Holcombe Boulevard Houston, TX 77030-4008 (FC)	Mid Campus One Building 7007 Bertner Avenue Houston, TX 77030-3907 (IMC)	South Campus Research Building 1 7455 Fannin Street Houston, TX 77054-1901 (SCRB1)
Faculty Center Tower 1400 Pressler Street Houston, TX 77030 (FCT) (PAT)	Mitchell Building 6767 Bertner Houston, TX 77030-2603 (BSRB)	South Campus Research Building 2 7435 Fannin Street Houston, TX 77054-1901 (SCRB2)
Fannin Bank Building 1020 Holcombe Street Houston, TX 77030-2213 (FBB)	Modular Office Labs 7777 Knight Road Houston, TX 77030-3005 (MOD)	South Campus Research Building 3 1881 East Road Houston, TX 77054-1901 (SCRB3)
Fannin Holcombe Building 6900 Fannin Street Houston, TX 77030-3800 (FHB)	Mohs Surgical Center 6655 Travis St. #6650 Houston, TX 77030 (HMC)	South Campus Research Building 4 1901 East Road Houston, TX 77054-1901 (SCRB4)
Fannin South Professional 7707 Fannin Street Houston, TX 77054 (FSP)	Naomi Building 8515 Fannin Street Houston, TX 77054-4819 (NAO)	Institute of Bioscience & Tech Texas A & M University 2121 Holcombe Boulevard Houston, TX 77030-3303 (IBT)
Green Park I 7515 Main Street Houston, TX 77030-4519 (GP)	Operations & Maintenance 7510 Bertner Houston, TX 77054 (OAM)	



North Campus

Mid Campus

South Campus

MD ANDERSON ACCESS WAYFINDING SYSTEM & LANDMARKS

Landmarks are public spaces that contain a physical feature, such as an elevator, a piece of art or special architecture. For example, "The Tree Sculpture" landmark is home to a tree sculpture. Elevator lobbies—"Elevator A," for example—are also landmarks. Landmarks are all connected on the Access pathway.

Landmarks


















Duncan Building Floor 2

The Star, located on the 2nd floor of the Dan L. Duncan Building, is a visual marker for the Cancer Prevention Center, the Behavioral Research Treatment Center as well as Cool Beans Café and Bakery, also in the Duncan Building, Floor 2.



Mays Clinic Floor 2

Tree Sculpture is located on the second floor of the Ambulatory Care Building/Mays Clinic behind the Waterfall Cafe.

	The Aquarium Main Building, Floor 1
	The Art Gallery Main Building, Floor 3
	The Café Corner Main Building, Floor 1
	The Gazebo Main Building, Floor 3
	The Park Main Building, Floor 2
	The Star Duncan Building (CPB), Floor 2
	The Sundial Main Building, Floor 2
	The Tree Sculpture Mays Clinic, Floor 2
	Elevator A – G Main Building
	Elevator J Mitchell Building
	Elevator N Pickens Tower
	Elevator P, R and S Mays Clinic, Parking Garage
	Elevator Q Duncan Building (CPB)
	Elevator T Mays Clinic
	Elevator U Mays Clinic

DINING OPTIONS

MD Anderson (for the most current hours of operation, visit [this hyperlink](#))

- **Apicius** (2nd Floor, Rotary House International)
- **Basil's Pasta Bar** (2nd Floor, Rotary House International)
- **Café 24/7** (1st Floor Main Hospital)
- **Café Anderson** (1st Floor Main Hospital)
- **Cafe in The Park** (2nd Floor Main Hospital, The Park)
- **Compass Café** (1MC North Tower – 1st Floor)
- **Cool Beans Bakery & Café** (Duncan Building Skybridge)
- **Einstein's Bagels** (1MC 3rd Floor)
- **Java Junction** (South Campus Research Building 3, 2nd Floor)
- **Lantern Café** (3rd Floor Pickens Tower)
- **Light Bytes** (3rd Floor Pickens Tower)
- **SCRB II** (South Campus Research Building (SCRB) 1/2, 1st Floor)
- **Waterfall Café** (ACB/Mays Clinic building between Skybridge & Tree Sculpture)

Texas Medical Center

- **Third Coast Restaurant** (John P. McGovern TMC Commons)
- **Waterside - The Commons Food Court** (John P. McGovern TMC Commons)

Other Restaurants/Eateries within 77030 Zip Code (TMC)

More TMC Dining Options

EMPLOYEE DISCOUNTS

Browse [iDEAL Discounts](#) and Services site for deals and savings on restaurants, clothing, fitness, entertainment and a host of other goods and services.

[Ticket Monster Perks](#) grants MD Anderson employees access to discounts on sports, concerts, theme parks, movie tickets and hotel bookings nationwide - with no limitations. *Email registration required.*

WORKING MOTHERS ROOMS

These rooms are designed exclusively to support lactating mothers who have returned to work. Most Working Mothers Rooms (WMR) are equipped with comfortable chairs, privacy curtains, storage cubbies, a sink and small refrigerator. For access, please send your name, your employee ID and employee badge number located on the back of your badge under the barcode to the following UTPD at the following address: badgeaccess@mdanderson.org

These rooms are designed solely to support lactating mothers who have returned to work according to MDACC guidelines.

Some WMR provide limited facilities with a private space to pump. Please contact the corresponding individual in parentheses below to obtain a key, as these rooms are not accessible with your badge. Here are the WMR at MD Anderson grouped by campus facilities:

WORKING MOTHERS ROOMS *cont.*

Research & Education Facilities

<i>Building Name</i>	<i>Room Number</i>
BSRB	S5.8001A
El Rio	El Rio1.702
South Campus Research	2SCR1.1011
South Campus Research	4SCR1.1311 (Elizabeth Roos)
Smith Research Building	SRB1.207
Zayed	Z3.2001

Patient Care & Prevention Facilities

Duncan	CPB2.3134†
Duncan	CPB7.3000a
Main	B6.4715†
Main	P4.3156†
Main	B6.4729

Administrative Facilities & Campus Operations

Faculty Center	FC7.1024
Fannin Holcombe Building	FHB7.1045
Mid Campus One Building	1MC2.2359
Pawnee Warehouse	WPS1.1103 (James Power)
Pickens	FCT2.4050

†also available to visitors with a temporary badge from the Information Desk

If any of these rooms are in need of housekeeping or maintenance, please contact 3.5000.

FITNESS CENTER

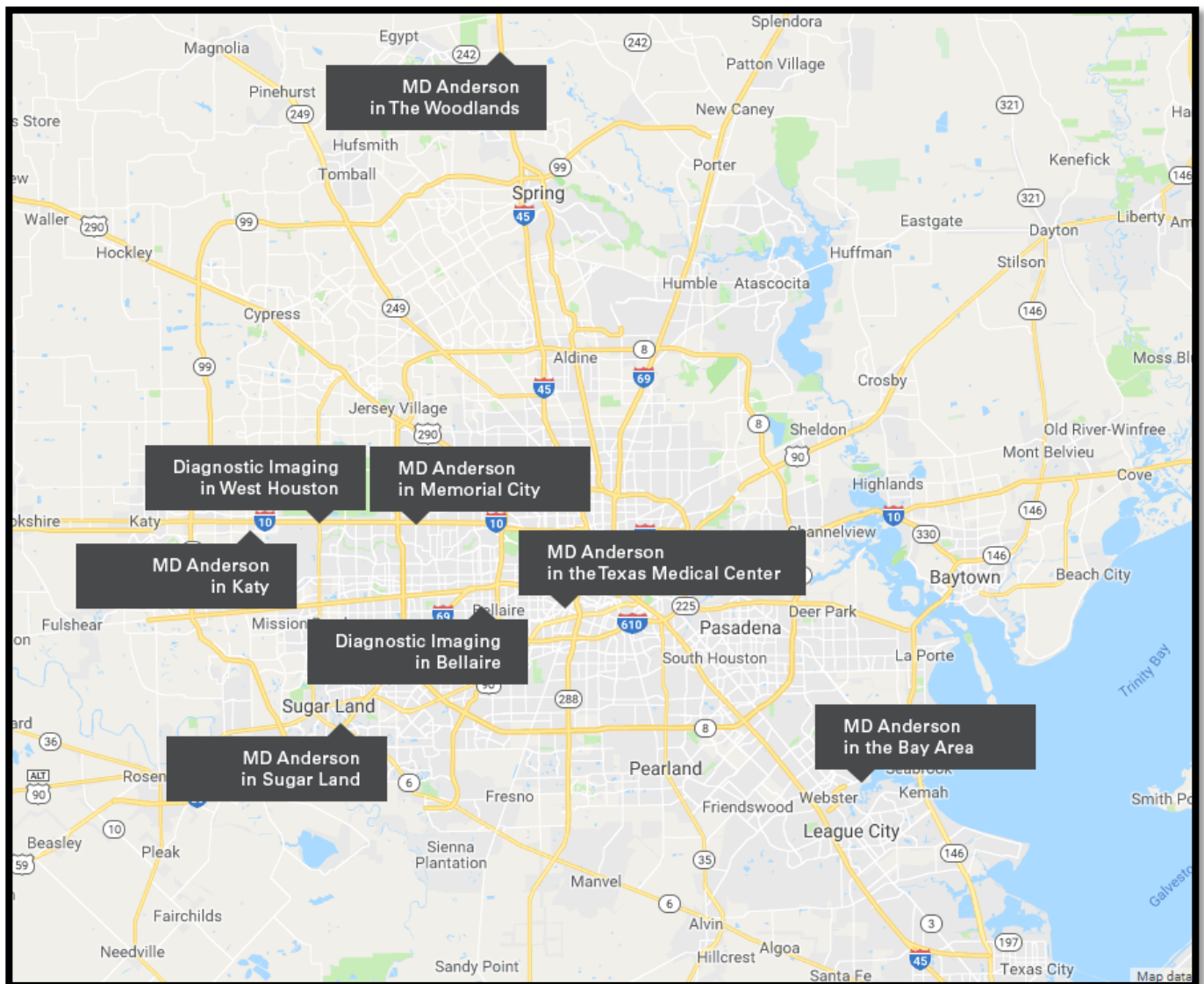
The Fitness Center is part of the BeWell program and includes a series of activities and opportunities so employees can make wiser choices and modify behaviors to lead longer lives and lower cancer risks. The Fitness Center also reflects MD Anderson's ongoing commitment to the [CEO Cancer Gold Standard program](#).

***OTHER HOUSTON AREA LOCATIONS (HALs)**

In addition to our Main Campus located within the Texas Medical Center and other global and national locations, MD Anderson provides cancer care throughout Houston at the locations identified below through the MD Anderson Cancer Network©.

Our newest location, **MD Anderson The Woodlands** relocated to a building that is four times the size of the previous Woodlands location. MD Anderson The Woodlands began seeing patients on Monday, October 14, 2019 and offers the following services – all in one building: medical oncology, radiation oncology, gynecologic and surgical oncology plus diagnostic imaging. In the winter, interventional radiology, endoscopy and bronchoscopy services as well as a post anesthesia care unit will also be available.

The address of **MD Anderson The Woodlands** is **100 Fellowship Drive, Conroe, TX, 77384**.



**current as of 10/14/2019*

SHUTTLES

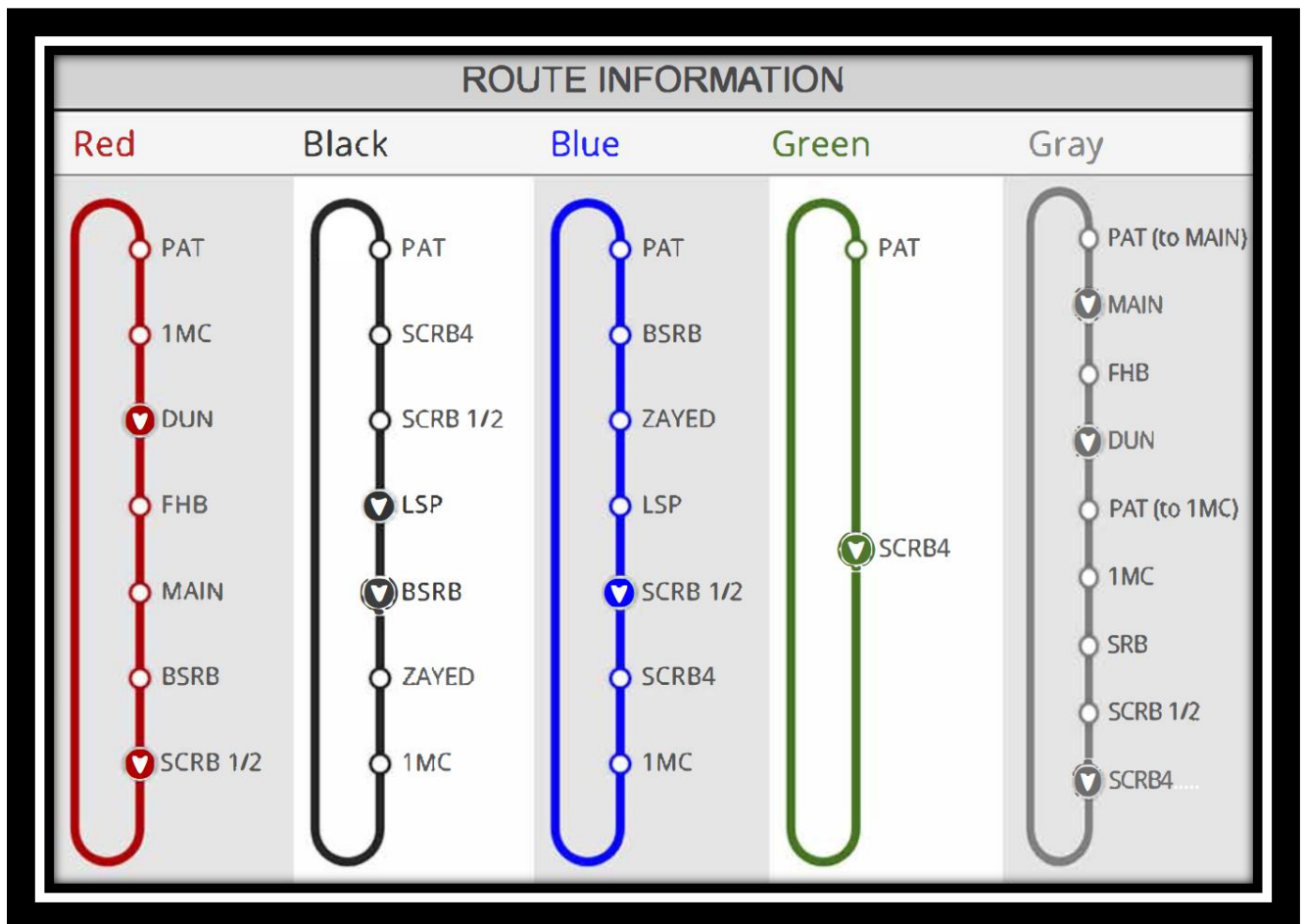
Main Campus MD Anderson

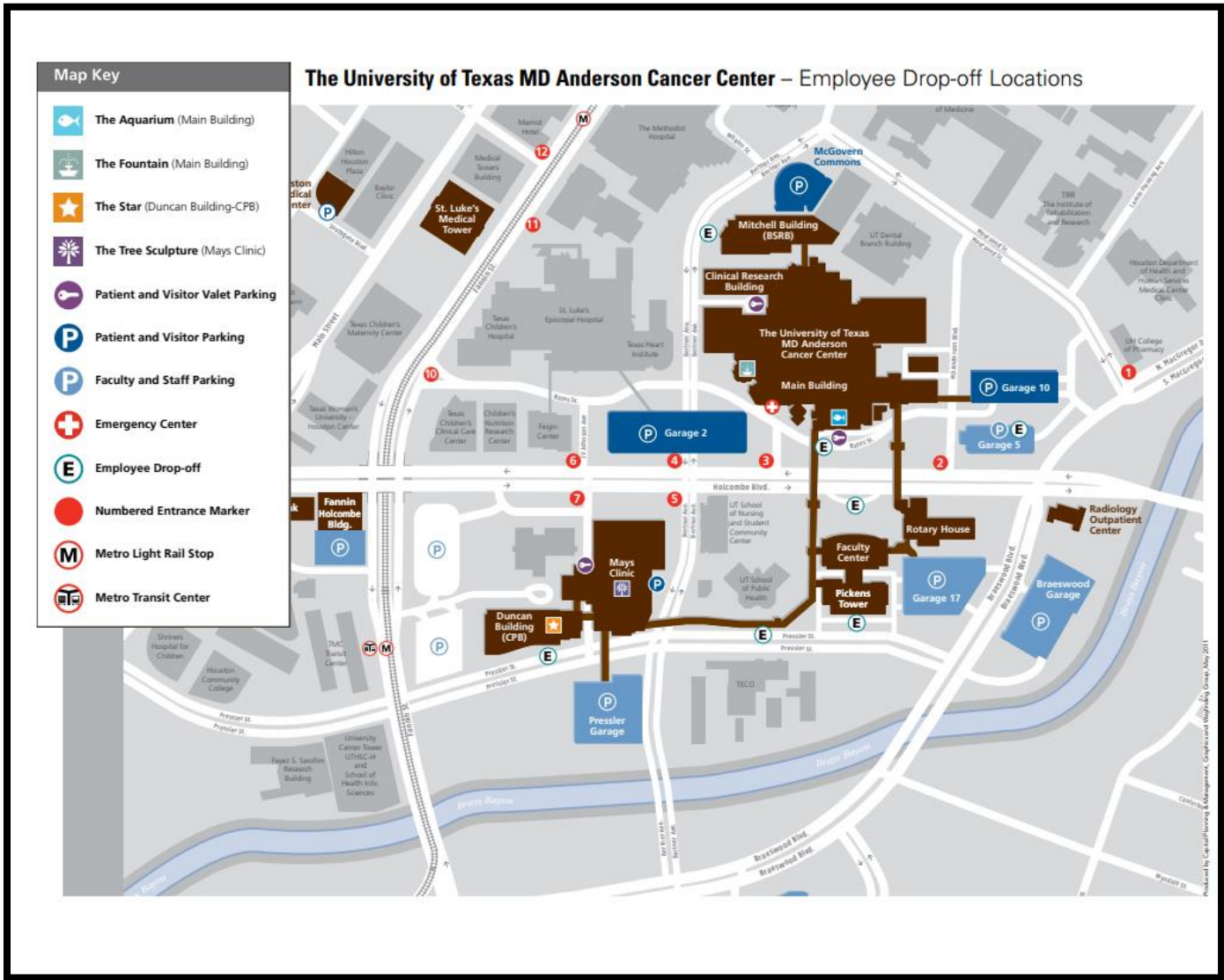
Institutional Shuttle Vans | 7:30am – 6:30pm | Monday – Friday | No holiday service

The van shuttle system move employees to and from meetings and other work-related events. Shuttles should not be used to complete your commute and cannot be used to run personal errands. For safety, no boxes, bags or like items may be placed in an empty seat, open isle, or the back of the shuttle. All items brought on board must be secured in the riders lap or between their feet. All other items may be shipped at no department cost by the Institutions Courier Service.

To ride the MD Anderson shuttles, your employee badge **MUST** be visible to the driver. If you do not have proper ID, you will not be allowed to board the shuttle. Without proper ID, employees can ride any shuttle to Human Resources in 1MC to obtain a temporary or replacement ID badge.

Shuttle App. To track the estimated arrival of your shuttle, you may use the QR code on the shuttle signs at each stop or view using www.mdabus.com or the app 'Ride Systems'.





See p. 9 for a view of the north, mid and south campuses of MD Anderson in the Texas Medical Center.

By-Request Shuttles | 8:00am – 5:00pm (regular request hours) | Call 713.792.2338

By Request shuttles are for employees going to and from buildings not on the normal shuttle routes. This shuttle will take you from those buildings to any of the regular stops. To ensure the efficiency of this service, you should call for a By Request Shuttle only when you're ready to be picked up. Appointments cannot be scheduled in advance. All requests for service are recorded to ensure quality service.

SKYBRIDGE MOTOCART SERVICE

Skybridge Motorized Carts | 6:00am – 8:30pm | Monday – Friday | No holiday service
 Patients and families have priority. Please wait before boarding these carts until all patients and families have boarded. If a patient or family approaches the shuttle, employees should disembark to ensure seats are available for waiting patients and/or their family members.

PARKING. There are several parking garages at MD Anderson and in the TMC. Discount parking is available for trainees at an MD Anderson garage by request.

Step 1: Fill out the MD Anderson Parking Application. Please note that trainees can request discount parking by emailing Research Trainee Programs. An original signature is required on the form because it authorizes payment of parking fees through pre-tax payroll deduction.

Step 2: Take the following items to the Parking Office in Pressler Garage, PGA4.2000.

A parking permit will not be set up without these items.

1. The completed application
2. Your MD Anderson employee badge
3. Your valid driver's license
4. A method of payment if applicable

Step 3: All employees must pay for their primary parking permit. The permit starts the day you sign up and your first payment is due at that time. The Parking Office accepts cash, check, Visa, MasterCard, Discover and American Express. Future payments will be made by payroll deductions.

If you start your permit between the 1st and 15th day of the month, you will be charged for the entire month. If you start any time after the 15th, you'll be charged for half the month.

Payroll deductions come out of each check you receive. If you get paid on the 1st of the month, your entire deduction will come out of that payment. If you get paid on the 5th and 20th each month, your deduction will be split between the two checks.

For a TMC contract, complete this [online form](#).

MD ANDERSON PARKING

Phone: 713.563.7275 or 3-PARK

Email: parking@mdanderson.org

Location: Pressler Garage, PGA4.2000

Office hours: 6:00 a.m. to 5:00 p.m.,
Monday through Friday

After hours contact (emergency only):
713.792.2885

TMC CONTRACT PARKING BROCHURE

24/7 Security Services: 713.795.0000

Parking Helpline: 713.791.6161

MD Anderson Parking Operations will program the permit holders' employee I.D. badge or a carpool card for use in entering and exiting parking facilities. The badge must be kept with you at all times. Unauthorized use of your I.D. badge or carpool card for parking can result in termination of your permit. This includes allowing another person to enter or exit with your badge or tailgating into or out of a location.

If you need to access your parking location but do not have your employee I. D. badge or carpool card with you, you will be allowed one free entry every 90 days. If you do not have your I.D. badge or carpool card any other time during that same 90 day period, you will be allowed entry and assessed a \$5.00 fee, which will be added to your payroll deduction the following month.

Your badge must be used in sequence, i.e., an entry must be followed by an exit. If you encounter a gate arm that is up or broken you must still place your badge up to the reader in order for the system to register an entry or exit and prevent access problems known as "pass-back.". Allowing another person to enter or exit with your badge will also result in a pass-back violation; multiple instances of allowing others to use your badge to enter or exit may result in permit termination.

New Employee ID Badge

If you receive a new badge, your badge number will change. You must contact the Parking Office with the new badge number before the badge will work for parking access. The number is located on the back of the badge under the solid black stripe (not under the bar code). You will find two sets of numbers. The first set of numbers is needed for parking access, and is the only set that will work for parking.

To avoid any interruption in your parking service, please notify the Parking Office as soon as possible with your new badge number at 713.563.7275 or parking@mdanderson.org.

If you experience a problem with your badge, please press the intercom button for assistance. Permit holders who park in a visitor location and pull a ticket to enter may be responsible for the parking payment.

Change Permit Locations

When moving from a lower rate parking area to a higher rate area, you will need to come to the Parking Office to pay the first month's difference (cash, check, Visa, Master Card, Discover and American Express card accepted). When moving from a higher rate parking area to a lower rate area, a refund for the first month will be processed at the time of the transition.

Other stipulations may apply depending on the parking change. Call them at 713.563.7275 to discuss your options.

The MD Anderson Parking Office is located in Pressler Garage, PGA4.2000.

Office Hours

Monday – Friday
6:00am – 5:00pm

MD ANDERSON AND TMC PARKING GARAGES

Cancel via phone 713.563.7275 or in person.

****Terminate parking contract online**

MD Anderson Managed Garages 713.563.7275	**TMC Managed Locations 713.791.6161 (rates effective January 1, 2019)
Braeswood Tier 1: \$70	Garage 2 (including ground level): \$214
Braeswood Tier 2: \$85	Garage 5: \$183
Braeswood Tier 3: \$110	Garage 6: \$183
El Rio (Hangtag Required): \$50	Garage 7: \$214
Fannin Holcombe Building Upper (FHB): \$95	Garage 8: \$105
Fannin Holcombe Building Lower (FHB): \$106	Garage 10: \$183
HMB: \$50	Garage 15 (The Commons): \$262
Holly Hall (Blood Bank): \$50	Garage 17: \$183
MDA Multiple Access: \$165	South Extension Lot (SEL): \$78
Mid Campus Garage (MGA) Tier 1: \$80	Smithlands: \$78
Mid Campus Garage (MGA) Tier 2: \$85	M Lot: \$78
Mid Campus Garage (MGA) Tier 3: \$90	SM Lot: \$78
National Guard Armory (NGA): \$50	Off Peak Parking (Garages 2, 10 and 15): \$100
NGA Student Rate: 22	
Night Parking: \$33	Other Locations
Pawnee: \$50	Houston Medical Center – Open: \$185
Pressler: \$135	Houston Medical Center – Reserved: \$235
Smith Research Building (SRB): \$50	
South Campus Garage (SCRB): \$70	

BICYCLES

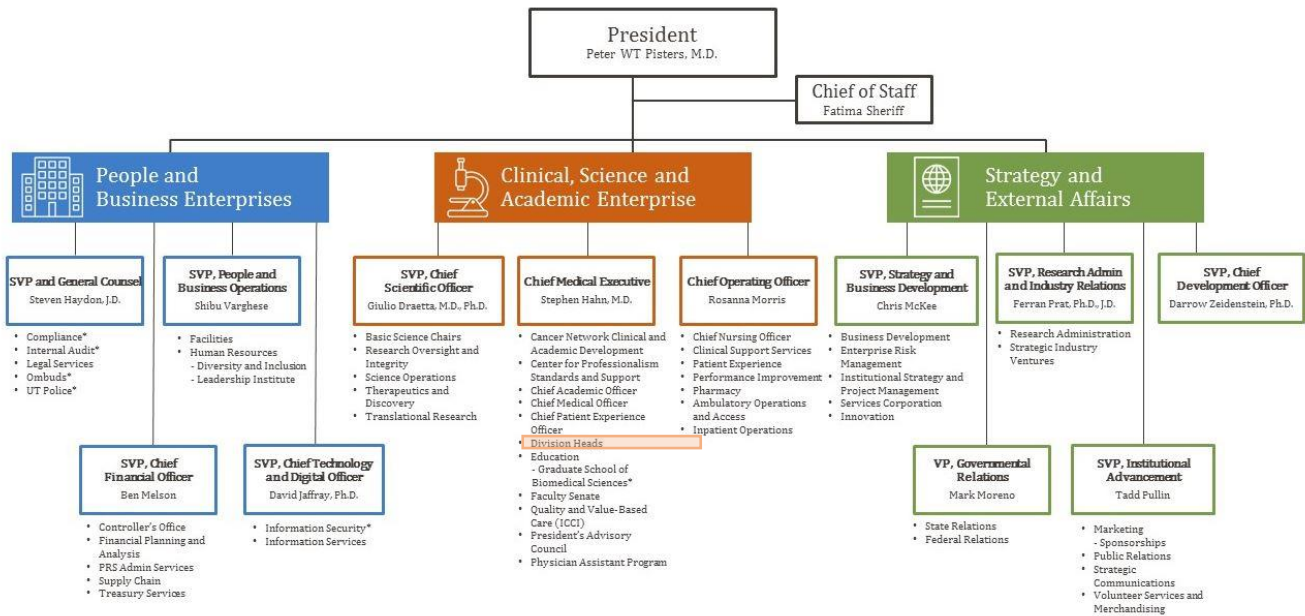
Houston B Cycle, a bike share program available throughout Central Houston, has more than 100 stations and 700 bikes available to guests and subscribers. Stations are available in the Texas Medical Center. Students and staff of local colleges receive 25% off [annual memberships](#). See their [FAQs](#).

MD Anderson Storage

Bike Rooms and Bike Racks

- Indoor Bike Storage Rooms are located at Pickens Tower (FCT1.4202) – Storage for 32 bikes, plus an adjacent locker room and shower area located in the Fitness Center on the 2nd floor.
- Mid Campus Building 1 (1MC1.3210) – Storage for 47 bikes, plus an adjacent locker room and shower area.
- In addition to the Bike Storage Rooms, the following parking garages have bike racks: Pressler Garage, Garage 2, Garage 10 and Garage 17. Bicycles and motorized scooters should not be stored in business areas such as offices, labs or clinical spaces.
- For those wishing to use bike rooms, the steps to gain access to the rooms are:
 1. [Register your bicycle](#)
 2. Contact the UT Police Bicycle Registry and provide:
 - Your name as it appears on your MD Anderson employee badge
 - Your six-digit employee ID number
 3. You'll receive a confirmation email from UT Police when your registration is confirmed and your badge has been programmed to access the rooms.

Institutional Structure and Leadership



*These functions have an administrative reporting relationship to the SVP/Chief/VP and a functional reporting relationship to the President

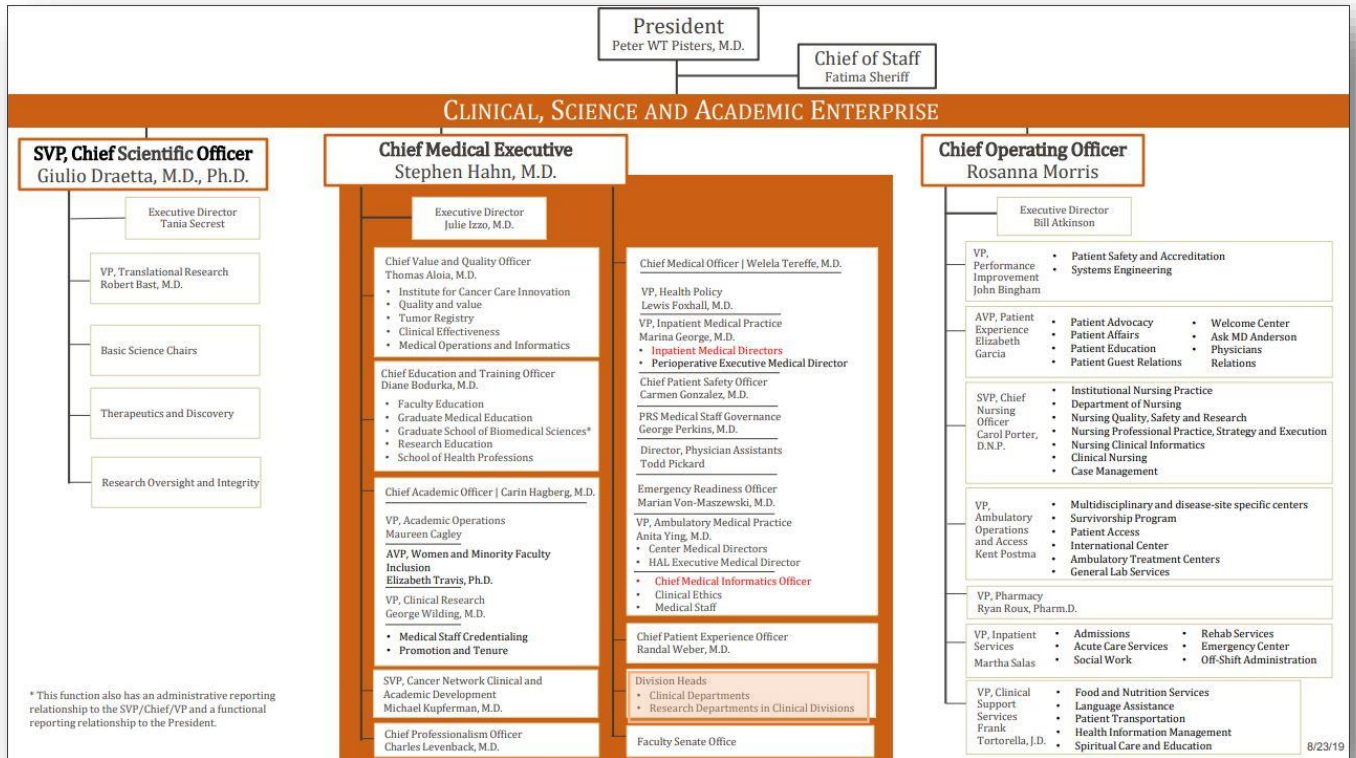
6/17/2019

Division Heads. For the most current information view internal leadership page. *Current as of October 9, 2019.*

FY20 Clinical Divisions	FY20 Clinical Division Heads
Anesthesiology, Critical Care and Pain Medicine	Carin Hagberg, MD
Cancer Medicine	Patrick Hwu, MD
Cancer Prevention and Population Sciences	Ernest Hawk, MD
Diagnostic Imaging	Marshall Hicks, MD
Internal Medicine	David Tweardy, MD
Nursing	Carol Porter, DNP
Pathology/Laboratory Medicine	Ignacio Wistuba, MD <i>ad interim</i>
Pediatrics	Richard Gorlick, MD
Radiation Oncology	Albert Koong, MD, PhD
Surgery	Stephen Swisher, MD

Institutional Structure and Leadership (Current as of October 9, 2019.)

***Clinical Department Chairs** report to the Division Heads (see p. 18). Because several research departments are in clinical divisions, postdoc training may occur in one of these departments. For the most current information view internal leadership page.



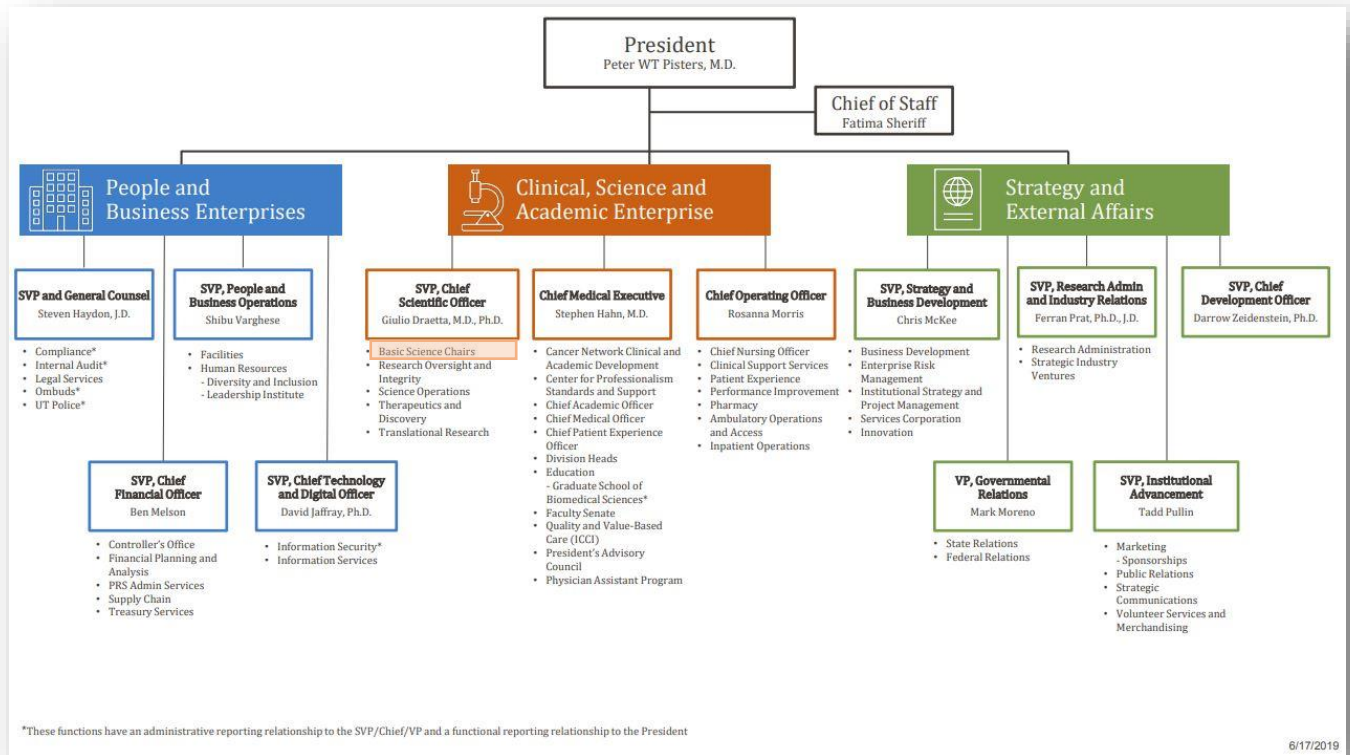
FY20 *Clinical Departments <small>**new department as of September 1, 2019</small>	FY20 Clinical Department Chairs
**Abdominal Imaging	Catherine Devine, MD <i>ad interim</i>
Anesthesiology and Perioperative Medicine	Thomas Rahlfs, MD
Behavioral Science	Paul Cinciripini, PhD
**Breast Imaging	Wei Yang, MBBS
Breast Medical Oncology	Debu Tripathy, MD
Breast Surgical Oncology	Kelly Hunt, MD
Cancer Systems Imaging	David Piwnica-Worms, MD, PhD
Cardiology	Anita Deswal, MD
Clinical Cancer Prevention	Powel Brown, MD, PhD
Critical Care and Respiratory Care	Kristen Price, MD
Dermatology	Ronald Rapini, MD
Emergency Medicine	Kumar Alagappan, MD
Endocrine Neoplasia & Hormonal Disorders	Steven I. Sherman, MD
Epidemiology	Paul Scheet, PhD
Experimental Radiation Oncology	Junjie Chen, PhD
Experimental Therapeutics	Varsha Gandhi, PhD <i>ad interim</i>

FY20 Clinical Departments <i>continued</i> <i>**new department as of September 1, 2019</i>	FY20 Clinical Department Chairs
Gastroenterology, Hepatology and Nutrition	John Stroehlein, MD
Gastrointestinal Medical Oncology	James Yao, MD
General Internal Medicine	Carmelita Escalante, MD
General Oncology	Alyssa Rieber, MD
Genitourinary Medical Oncology	Nizar Tannir, MD <i>ad interim</i>
Genomic Medicine	Andrew Futreal, PhD
Gynecologic Oncology & Reproductive Medicine	Karen Lu, MD
Head and Neck Surgery	Jeffrey Myers, MD, PhD
Health Disparities Research	Lorna McNeill, PhD
Health Services Research	Sharon Giordano, MD
Hematopathology	L. Jeffrey Medeiros, MD
Hematopoietic Biology and Malignancy	Jeffrey Mollidrem, MD <i>ad interim</i>
Imaging Physics	John Hazle, PhD
Infectious Diseases, Infection Control and Employee Health	Issam Raad, MD
Interventional Radiology	Sanjay Gupta, MD <i>ad interim</i>
Investigational Cancer Therapeutics	Funda Meric-Bernstam, MD
Laboratory Medicine	Elizabeth Wagar, MD
Leukemia	Hagop Kantarjian, MD
Lymphoma/Myeloma	Christopher Flowers, MD
Melanoma Medical Oncology	Michael Davies, MD, PhD
**Musculoskeletal Imaging	John Madewell, MD <i>ad interim</i>
Neuro-Oncology	John de Groot, MD
**Neuroradiology	Donald Schomer, MD <i>ad interim</i>
Neurosurgery	Frederick Lang, MD
Nuclear Medicine	Homer Macapinlac, MD
Nursing	Joyce Dains, DRN, DPH, JD <i>ad interim</i>
Orthopaedic Oncology	Valarae O. Lewis, MD
Pain Medicine	Salahadin Abdi, MD, PhD
Palliative, Rehabilitation and Integrative Medicine	Eduardo Bruera, MD
Pathology	Victor Prieto, MD, PhD
Pediatrics	Richard Gorlick, MD
Plastic Surgery	Charles Butler, MD
Psychiatry	Alan Valentine, MD
Pulmonary Medicine	Burton Dickey, MD
Radiation Oncology	Albert Koong, MD, PhD
Radiation Physics	Mary Martel, PhD
Sarcoma Medical Oncology	Patrick Hwu, MD
Stem Cell Transplantation and Cellular Therapy	Richard Champlin, MD
Surgical Oncology	Jeffrey Lee, MD
Symptom Research	Cobi Heijnen, PhD
Thoracic and Cardiovascular Surgery	Ara Vaporciyan, MD
Thoracic and Head and Neck Medical Oncology	John Heymach, MD, PhD
**Thoracic Imaging	Mylene Truong, MD <i>ad interim</i>
Translational Molecular Pathology	Ignacio Wistuba, MD
Urology	Colin Dinney, MD

Institutional Structure and Leadership

Basic Science Chairs

For the most current information view internal leadership page. *Current as of June 17, 2019.*



FY20 Basic Science Departments	FY20 Basic Science Chairs
Bioinformatics and Computational Biology	John Weinstein, MD, PhD
Biostatistics	Kim-Anh Do, PhD
Cancer Biology	Raghu Kalluri, MD, PhD
Comparative Medicine	Christian Abee, DVM
Epigenetics and Molecular Carcinogenesis	Sharon Dent, PhD
Genetics	Guillermina Lozano, PhD
Immunology	James Allison, PhD
Molecular and Cellular Oncology	Dihua Yu, PhD <i>ad interim</i>
Systems Biology	Andrew Futreal, PhD <i>ad interim</i>
Veterinary Medicine and Surgery	Vanessa Jensen, DVM

The City of Houston

Houston has a thriving and diverse economy. With a diverse population, the food and art scenes will whet any culinary and cultural appetite. Despite having more than 8,000 restaurants, Houston has many neighborhood grocery and convenience stores. Using the store apps, some major chain grocery stores provide curbside pick-up or delivery. Conveniently located near the TMC, Houston boasts the [Houston Zoo](#) and the Museum District which includes the [Health Museum](#), [Houston Museum of Natural Science](#), [Museum of Fine Arts](#), the [Houston Museum of African American Culture](#), the [Menil Collection](#), [Rothko Chapel](#), the [Contemporary Arts Museum](#), the [Holocaust Museum](#), [The Printing Museum](#), the [Buffalo Soldiers National Museum](#), and the award-winning [Children's Museum of Houston](#). ***Thursdays are free admission to many museums in the Museum District.

- [Metrorail and bus schedules](#)
- [Houston B Cycle](#) (Houston bike share program)
- [Get a Metro Subsidy](#)
 - Complete the [Request for Verification of Educational Appointment form](#)
 - Return the form to the Office of Research Trainee Programs (ORTP)
 - Receive verification letter from RTP (processed within 48 hrs of receipt)
 - Submit the following to the Metro Office
 - RTP verification letter
 - Metro Q card (if you have one). Otherwise, you can order one [online](#) or by [mail](#).
 - Government issued ID (passport is fine)

Metro will take the information, scan the Metro card and print your name also identifying you as a student. Every usage is a percentage off the regular fare.

- [Things To Do in Houston](#)
- The following organizations may provide the opportunity to meet other young professionals and expand your network:
 - [InterNations](#) offers global networking opportunities, local events and expat-relevant information about the city for people who live and work abroad.
 - A [Life Science Professional Networking](#) event organized monthly.
 - A monthly networking event organized by the [Association for Women in Science \(AWIS\)](#).

NOTE: These organizations are not affiliated with or endorsed by The University of Texas MD Anderson Cancer Center.

Please know that the inclusion of links on this site does not imply endorsement by MD Anderson Cancer Center. MD Anderson makes no endorsement, express or implied, of any links to or from its site, within this document nor is it responsible for the content or activities of any linked sites. Any questions should be directed to the administrator(s) of this or any other specific sites.

WHY HOUSTON?

A diverse economy

4th most populous US city

4th biggest economy in the US

3rd lowest cost of living among the top 20 most populous metro areas in the US

Home to the Texas Medical Center, the world's largest medical complex

Two major airports with nonstop service to 190 domestic and international destinations on 25 airlines.

An interconnected bikeway network of more than 300 miles for the cycling enthusiasts

World-class education with 62 school districts and 50 charter schools in the metro area and home

Home of several professional sports teams: Dynamo (Major League Soccer), Astros (Major League Baseball), Texans (National Football League), Dash (National Women's Soccer League) and Rockets (National Basketball Association).

Approximately 165 golf courses and The Shell Houston Open, the lead-in tournament for the Masters Golf Tournament.

Source: [Why Houston brochure](#)

For more information view the [Houston Newcomer Guides](#)

Moving to Houston

RELOCATION AND NEWCOMER GUIDE

SOME HOUSTON-AREA RELOCATION AGENCIES

- **Apartment Directions, Almost Home Properties, and AHPCA**
Virginia “Ginny” Boggus, President | Office: 713.789.3777
Email: vboggusandteam@ahpca.com
- **Apartment Living Locators, Business Development Manager**
Amanda Boos, Business Development Manager | Call or text: 713.703.6734
Email: aboos0731@aol.com
- **Nino Properties** | Call: 713.964.4700

APARTMENTS NEAR THE TEXAS MEDICAL CENTER

Not only does Houston have a large population, it has a large land area. The commute to work can be quite long if you live “outside the [610] loop”. To minimize your commute, consider living near the 77030 zip code. On the next page is a map of Houston by zip codes.

	Zip Codes
Specific apartment complexes (<i>link will take you to the website of our graduate school</i>)	
Texas Medical Center	77030
UT Housing	77054-5500
Texas Medical Center (77054 zip code)	77054
Meyerland area	77096
Braeswood Place area	77025
Bellaire	77401/77082
Hermann Park	77004
*Chez Margot	77004

**The Chez Margot offers weekly and monthly arrangements. Reportedly, postdocs and visiting scientists stay here for the first weeks or, if they are only staying for a few months, the entire stay. Visit their website at <http://chezmargot.us/>.*

YOUR AUTOMOBILE

- [Driver Training and Education](#)
- [Texas' Department of Public Safety](#) issues driver's licenses and ID cards.
- [Harris County Tax Assessor-Collector](#) handles vehicle and voter registration, property tax and other permits. For your first Texas vehicle registration, you may need to go to an office of The Harris County Tax Assessor-Collector. (*NOTE: if you live in a different county, you will need to contact the assessor in that county.*)
- [Voter registration application](#)
- When you are [renewing your yearly vehicle registration](#), you can go online or to a renewal location, usually at a neighborhood grocery store.
- Get a parking contract if needed. (*see p. 15*)

PUBLIC TRANSIT – [Click here for information](#) about the Metrorail and bus schedules.

HOUSTON AREA MAPS. In the Texas Medical Center (TMC) MD Anderson is located within the encircled area (i.e., zip codes 77030 and 77054).



Source: <https://www.houstonproperties.com/houston-neighborhoods/houston-zip-code-map>



AREA/NEIGHBORHOOD DESCRIPTIONS

Downtown

Urban living has become more and more popular with the revitalization of the parks, the cleanup and revitalization of Buffalo Bayou, Minute Maid Park with its retractable roof for the Houston Astros, the Toyota Center, home of the Houston Rockets, and many award winning restaurants moving to downtown. Nightlife is easily accessed with diverse activities within walking distance including many exclusive clubs and locally owned bars with their unique atmosphere. Many people are wanting to experience the convenience of residing downtown without home maintenance and lawn upkeep. Downtown residents find area transportation so convenient with buses and the Houston Transit Railway System that many have decided to give up their automobiles. There are so many places to access in and around Downtown with Houston's Transit System that even if they own an automobile most seldom need to use it. Whether they decide to stay and attend theatre district events, go the Museum District, or need to travel to Houston's great Medical Center, transportation is easily accessed.

Inside the Loop

Living “Inside the Loop” refers to living within the boundaries of the 610 Freeway that circles Houston metropolitan area. The area is home to one of Houston’s hottest places, “The Washington Avenue Corridor”. Washington Ave. boast some of Houston’s quirkiest and trendiest restaurants, bars, and nightclubs. The once dilapidated street is now Houston’s premiere playground for the young and adventurous. Residing in this area offers easy access to some of the best that Houston has to offer; from museums, sporting events, and concerts to a variety of great restaurants and world renowned shopping. All are just minutes away.

Galleria

The Galleria area is located at the heart of Post Oak Boulevard and the Westheimer Road. It is considered to be the city’s hotel and fashion district, equally beautiful as Los Angeles’ Beverly Hills and San Francisco’s Union Square. The Galleria is the second largest business district and also prides itself on beautiful skyline views. Living here offers convenience to sporting events, concerts, museums and theaters; as well as quick access to Downtown.

Bellaire

Bellaire is a city in southwest Harris County and resides in the city limits of Houston. Bellaire is known as the “City of Homes” as it is mostly a residential area, but it does boast some businesses along the 610 Loop. Bellaire has quick and easy access to Downtown, the Galleria, and all of Houston’s fun entertainment and exquisite dining.

Far Northwest Houston

Far northwest Houston consist of the communities such as Cypress, Jersey Village, Champions, and Tomball just to name a few. It is located about 25 miles northwest of Houston which can be accessed conveniently by Hwy 290 and the Sam Houston Tollway. Northwest Houston is ideally situated for fun-filled day trips. Cities such as Austin, San Antonio, and Dallas are only a few hours drive while Galveston’s beaches are less than 100 miles away. The proximity of George Bush Intercontinental Airport is another real plus for Northwest residents who travel for business.

Katy

Nestled in the outskirts west of Houston, Katy is conveniently located and easily accessible to all of the amenities of the big city, while maintaining that small community ambiance. More importantly, the Katy Independent School District is noted as one of the best school districts in Texas. Minutes away are high-tech medical facilities and Houston’s Energy Corridor.

Sugar Land

Sugar Land puts you twenty miles away from Houston, one of the country’s largest and diverse cities. Houston offers all the amenities of a world class city, with fine restaurants, world-recognized museums, opera, symphony and theater, and world class shopping. Residents live within minutes of all the best culture, entertainment and night life without sacrificing the serenity and neighborliness of small town living. One needn’t stray as far as Houston to find entertainment and recreation, though. Sugar Land is home to over 3,000 restaurants, 51 public golf courses, 27 libraries and 5 accredited museums.

The Woodlands

The Woodlands is a 27,000 acre master planned community located 28 miles north of downtown Houston. Many large companies have chosen to make The Woodlands their corporate home. The Woodlands also offers some of the best retail stores available in the Houston area. Residents find The Woodlands to be the perfect place for great shopping whether it is at The Woodlands Mall, Market Street, or in the boutique shops in Town Center and surrounding areas. The Woodlands also has a host of entertainment venues throughout town, most notably with The Cynthia Woods Mitchell Pavilion. It is no surprise that the combination of excellent housing options, great schools, an abundance of parks and retail shopping combine to make The Woodlands an attractive place to live.

Kingwood

Kingwood is 23 miles north of Houston and is best known for being a community that exists in harmony with nature. Kingwood's heavily wooded acreage is canopied with tall pines and magnolias, along with 20 other types of shade trees. The community is host to a variety of wildlife including deer, fish, birds, and more, that can be found in the 500+ acres of private nature preserves and parks. Over 75 miles of hike and bike trails, known as the "greenbelt," run through Kingwood's naturally beautiful woods and lakes.

Galveston

Galveston Island is located on the coastline of Texas just 50 miles south of Houston. Explore the treasures it has to offer – 32 miles of beaches, relaxed atmosphere, abundant leisure activities, excellent medical facilities, first-rate restaurants, educational opportunities, numerous attractions and a vibrant historic downtown that offers cruising, shopping, arts and entertainment. Attractions like Moody Gardens, Schlitterbahn Water Park, and the Strand shopping district are just a few of the fantastic amenities that Galveston has to offer.

Pearland

Pearland is one of the fastest growing communities in the Houston metropolitan area. From a railroad switching station in 1893 to a city of more than 100,000 today, this is "where town and country meet." Pearland maintains all the advantages of a small town while enjoying the benefits of the fourth largest city in the US only 15 minutes away. Pearland is located adjacent to Highway 288 and Beltway 8, approximately 30 minutes from downtown Houston, 20 minutes from the Texas Medical Center, 30 minutes from NASA's Johnson Space Center, 30 minutes from the Galleria area business and shopping district, 30 minutes from Minute Maid Park, home of the Houston Astros, and 20 minutes from the home of the Houston Texans', Reliant Stadium. Hobby Airport is only 15 minutes from Pearland's northern border.

Pasadena

Just minutes south of Houston, residents of Pasadena take tremendous pride in their community. Beautiful parks, an excellent public school system, two colleges, a University, ample cultural attractions, recreational facilities, and pleasant suburban residential areas provide for a comfortable quality of life. Whether you are a newcomer or native, you will certainly want to experience that special kind of Pasadena hospitality making you feel right at home.

Clear Lake

The "Clear Lake Area" is conveniently located between Houston and Galveston Island and includes Clear Lake City, Clear Lake Shores, El Lago, Kemah, League City, Nassau Bay, Seabrook, Taylor Lake Village, Webster and parts of Houston and Pasadena. The Clear Lake

area is home to NASA's Johnson Space Center, but has matured into a widely diversified business community. Clear Lake boasts some of the most stunning water-front property in gorgeous master-planned communities and family-oriented older neighborhoods. Wherever you decide to live, you will discover that Clear Lake neighborhoods accommodate virtually every income level and lifestyle.

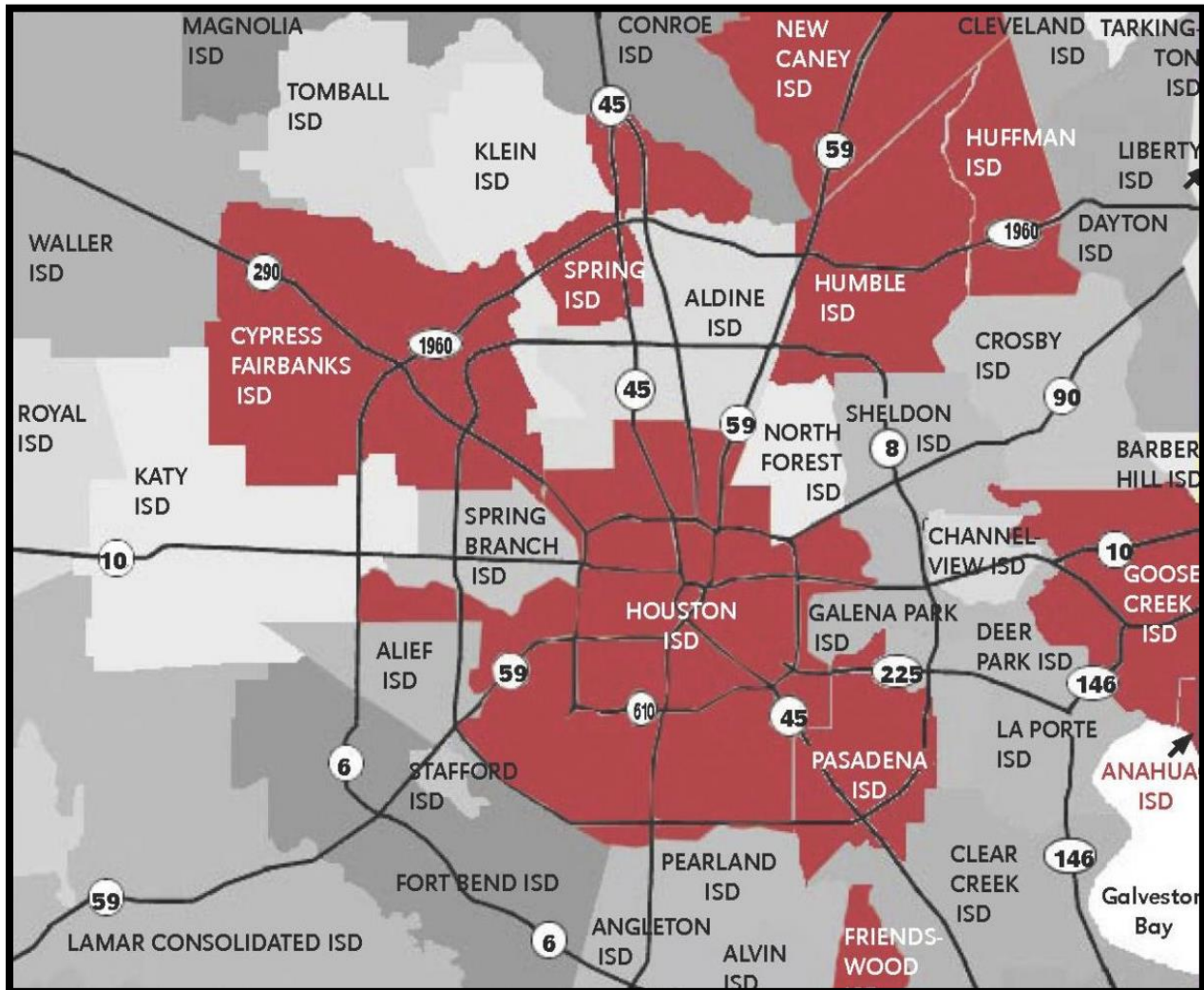
Spring

Spring is located 20 miles north of Houston split between Harris and Montgomery Counties. It is a quaint community with a suburban feel, with access to all of the amenities of the city. Spring Texas is home to Splashtown, Old Town Spring, Spring Town Center , The Barbara Bush Library, and The Centrum. Our many parks include Bayer Park, Collins Park, Cypresswood Golf Club, Klein Park, Meyer Park, Pundt Park , Southwell Park, and Spring Creek Greenway Project. In addition to its own amenities, museum, & library, Spring is only minutes away from Mercer Arboretum and Botanical Gardens, Cypress Creek Park Project, Jesse H Jones Park and Nature Center, Bush International Airport, The Woodlands Waterway, The Woodlands Mall, and Market Street.

Source: <http://dykesdigital.org/houston-airport-maps/houston-texas-map-elegant-ideas-design-elegant-ideas/>

PUBLIC SCHOOL DISTRICTS

Source: <http://maps-houston.com/houston-area-map>



Texas Education Agency (TEA) administers primary and secondary public education in the state of Texas. Their site also contains information on charter schools, prekindergarten and special education. Below are direct links to some of the more populous districts.

[Houston Independent School District](#)

[Katy Independent School District](#)

[Clear Creek Independent School District](#)
(Clear Lake and surrounding communities)

[Lamar Independent School District](#)

[Cypress-Fairbanks Independent School District](#)

[Pearland Independent School District](#)

[Fort Bend Independent School District](#)

[Spring Branch Independent School District](#)

CHILD CARE

Bright Horizons

Bright Horizons Houston provides 24/7 backup care for children up to 13 years old. MD Anderson employees can use up to 60 hours of care each calendar year, at the rate of \$2 per hour per child for center-based care, or \$4 per hour for in-home child or elder care (covers up to three dependents).

You must register with Bright Horizons before using the service and you must make a reservation for care using MD Anderson credentials.

The Learning Experience

As part of their Work and Family discount program, The Learning Experience offers a 10% discount and waives early and late fees for MD Anderson employees.

CABLE AND WI-FI

Some of the most common cable and Wi-Fi companies serving the Houston metro area.

- [Xfinity/Comcast](#)
- [Direct TV](#)
- [AT&T](#)

HURRICANES AND TROPICAL STORMS

Part of life in Houston is dealing with the occasional hurricane or tropical storm. Hurricane season is from June to November. Once a storm has a name and reaches the Gulf of Mexico, it's a good idea to keep an eye on its progress.

MD Anderson has a Hurricane Ride-Out Team which is a group of volunteers who remain at the hospital during the storm. Special training is offered for those volunteers. During any inclement weather event, employees should check the [Emergency Alert Information page](#) or call the RING Line at 713.792.7464 (RING) for updates.

Resources to prepare for hurricanes and other disasters:

[Hurricane Preparedness Tips](#)

[Local Houston Region](#)

[Disaster Supply Kit](#)

[National Hurricane Center](#)

TAXES

Everyone who earns US income must file an income tax return by April 15. The tax return is for income earned in the previous calendar year (January – December). While some states have state taxes, Texas does not. For more information on taxes, visit [the website of the National Postdoctoral Association](#).

The [Volunteer Income Tax Assistance \(VITA\)](#) program offers free tax help to those who generally earn \$54,000 or less, persons with disabilities and limited English speaking taxpayers who may need assistance to prepare their tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

Alternatively, there are online tax return webpages that offer services for individuals with non-resident status. Amongst others, [Glacier Tax Prep](#) or [Sprintax](#). The [International Office at UT Austin](#) is an [IRS VITA](#) site offering free tax assistance to nonresident aliens requiring assistance to prepare their own tax return.

Once resident status for tax purposes is achieved, online resources such as TurboTax can be used to file your personal tax return.

[Check your residency status here.](#)

Postdoctoral Appointment

REQUIREMENTS FOR THE APPOINTMENT PROCESS

Below are the items you will need for your application. If your education credentials were obtained outside of the US, please review the requirements on the next page.

- **Two (2) Letters of Recommendations (LOR).** These must be signed and submitted on letterhead, and must indicate the title of the person providing the reference. Each letter must be dated within one year of the anticipated appointment start date and sent directly from supervisors or other qualified individuals who are in a position to evaluate the candidate's background, ability and performance. Letters from the trainee's MD Anderson Cancer Center mentor/faculty will not accepted.
- **Government-issued photo ID**
- **I-9 documents to complete the E-verify process**
- **VISA documents, if international**

Vaccinations and Verifications

- **Measles, Mumps & Rubella (MMR)**
There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titers for all 3 components (lab reports required)
- **Varicella (Chicken Pox)**
There must be documentation of one of the following:
 - 2 vaccinations
 - Positive antibody titer (lab reports required)
 - Medical documentation of history of chicken pox
- **TB Skin Test**
There must be documentation of one of the following:
 - A negative PPD skin test AND Respiratory Query within 3 months of Castle Branch's account initiation.
 - If PPD skin test is Positive, submit positive PPD skin test AND a Negative Chest X-Ray dated on or after the positive PPD skin test result, but within the past 10 years AND Respiratory Query within 3 months of Castle Branch's account initiation.
 - Please note that **a blood test (e.g., QuantiFERON Gold Blood Test, T-spot, etc) is not acceptable for the TB Skin Test.**
- **Tetanus, Diphtheria & Pertussis (Tdap)**
Provide documentation of a Tdap booster within the past 10 years.
- **Influenza**
Submit documentation of a flu shot administered during the current flu season. Document must include the name of the recipient, the date the flu shot was given, the vaccine manufacturer, expiration date, the lot number and the signature of the health care provider. OR print out and complete the Flu Declination form.

- **Education Credentials Obtained Outside of US**

If you earned degree(s) or obtained educational credentials outside the United States that will be used to meet the minimum education requirement for the position of consideration, you must submit a credential evaluation prior to the extension of an offer. The evaluating company must provide:

- a certified translation of your diploma, if not in English;
- verification of accreditation of the foreign university;
- the equivalency of non-U.S. degree(s) to a U.S. degree(s); and
- verification of your attendance at and graduation from that university.

Any expenses to obtain this evaluation will be the responsibility of the candidate. Please instruct the evaluation company to mail the original evaluation to your department of appointment.

The following is a list of accredited education evaluation companies that provide foreign educational evaluations that meet institutional requirements for research trainees:

Consultancy on International Education

P.O. Box 2792
Champaign, IL 61825-2792
Tel: 217.359.9602
Fax: 217.359.2082
cie@international-education.com

Josef Silny & Associates, Inc.

International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173
Tel: 305.273.1616
Fax: 305.273.1338
info@jsilny.com

Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825
Tel: 916.921.0790
Fax: 916.921.0793
edu@eres.com

Global Education Group, Inc.

2 East Congress Street, Suite 900
Tucson, AZ 85701
Tel: 520.202.7800
Fax: 520.877.7867
info@globaledu.com

Foundation for International Services, Inc.

505 5th Avenue South, Suite 101
Edmonds, WA 98020
Tel: 425.248.2255
Fax: 425.248.2262
info@fis-web.com

The University of Texas MD Anderson Cancer Center does not endorse any of the listed companies; rather, as accredited foreign education evaluation agencies, they have been identified as providing sufficient and acceptable foreign education evaluation services.

POSTDOCTORAL FELLOWS

The information below was taken from the 2017 Academic and VISA Administration – Trainee Manual. The title of a postdoctoral fellow is one of 13 trainee appointment titles at MD Anderson.

Research Fellow [Non-Graduate Medical Education (GME)]	
Research fellows at MD Anderson have the titles of Postdoctoral Fellow, Odyssey Fellow or Visiting Postdoctoral Fellow. These individuals hold a recent PhD or equivalent doctorate and are seeking a temporary appointment, under the supervision of a faculty mentor, involving full-time laboratory- or population-based research or scholarship in preparation for an academic or research career as an independent investigator or as an investigator in industry or other professional arenas.	
Term Limit	181 days up to 365 days with reappointment up to five (5) years at MDA, and up to six years if postdoc started at another institution.
Pay Status	Minimum stipend for a postdoctoral fellow reflects the National Institutes of Health (NIH) Kirschstein-National Research Service Award (NRSA) level for zero postdoctoral years of experience (PGY).
Type of Experience	‘Hands-on’ experience. It is expected that postdoctoral fellows gain knowledge and skills from their active participation (i.e., performing the requisite) skills rather than just reading about the skills or seeing the skills being performed.
Home Institution Requirement	No “home” institution has to be identified and provide written support for the experience.
Credentialing/Vetting	Yes.
VISA Sponsorship	Based on VISA recommendation.
Expert Form Required	The faculty mentor must complete the Export Control Review Form.
EPIC Access	No. Epic, also known as OneConnect, is the electronic health record (EHR) system we began using in 2016 for patient care.
Clinical Contact	No, research fellows do not have clinical contact.
MDA System Access	Yes. This includes computers, emails, etc.
Benefits Eligible	Yes, if your position is a paid position.
Background Check	Yes. It is the policy of MDA to conduct appropriate background checks on post-offer applicants, employees, trainees, students, volunteers and appropriate non-employees.
Drug & Tobacco Test	Yes, if you are benefits eligible. <ul style="list-style-type: none"> - Consent Form - EndTobacco program - Drug-free policy
On-Line Immunization	Yes, needs to complete immunization compliance process to meet Employee Health requirements.
Employee Health	Yes, has to check-in with Employee Health when onboarding.
DISCOVER	Yes.

FULL-TIME BENEFITS OVERVIEW

[Download the APP](#)

Insurance	UT Benefits
Health care	Prescription benefit coverage (100%) + \$40,000 Life + \$40,000 AD&D
Dental	Optional*: UT Select Dental, Dental Plus
Eye plans	Optional*: Superior Vision, Vision Plus
Life	Optional*
Disability	Optional*
Repatriation	Mandatory only if on a J VISA
Retirement	Teacher Retirement System (TRS) Plan
Provided by employee	TRS (2018): 7.7% of salary (obligatory) <ul style="list-style-type: none"> - Contribution rate will increase to 8% in FY22 - Contribution rate will increase to 8.25% in FY24
Provided by state	TRS (2018): 6.8% of salary (fluctuates over time) <ul style="list-style-type: none"> - Contribution rate will increase to 7.5% for FY20 and then continue to increase annually until FY24 when it also reaches 8.25%.
Options upon leave	Request transfer to other TRS plan or request a refund subject to penalty based on Internal Revenue Service (IRS) requirements.
Paid leave	
Vacation	120 hrs (with automatic rollover of unused vacation up to a total of 240 hrs)
Sick leave	Up to 80 hrs. Upon reappointment, full-time trainees will automatically carry forward up to 80 hours of sick leave.
FML leave (unpaid)	Up to 480 hrs during 12 months if employed >12 months
Parental leave	Up to 480 hrs during 12 months if employed <12 months
Appointment terms	
	Each appointment 6-12 months
	Total ≤5 years, or 6 if ≥1 institution
	Minimum stipend = NIH PGY 0y
Other benefits	
UT Flexible spending accounts (FSAs)	Flexible medical spending account. Money is automatically deducted from your paycheck (pre-tax) and placed into a special account that can be used to cover certain out-of-pocket health care expenses. If you want this service, you must enroll (you are NOT automatically enrolled or re-enrolled).
	Dependent care account. For children under age 13 or qualified disabled dependents of any age who are claimed as dependents for federal income tax purposes. Dependent day care expenses that are necessary for you and your spouse (if married) to work or attend school full-time, such as child care services in a home, licensed day care, and adult day care.
	Fitness Center membership
	Parking (pre-tax payment from salary; discounts may apply for some locations).

SALARY

The NIH released a notice on November 27, 2018 of an increase in the Kirschstein-NRSA stipend levels for those trainees and fellows funded through institutional research training grants and individual fellowships. This announcement affects the **MD Anderson policy, which states that the minimum stipend for a postdoctoral fellow reflects the NIH Kirschstein-NRSA level for PGY0 experience.** View the full [Kirschstein-NRSA stipend increase notice](#).

Postdoctoral Years of Experience	Stipend Effective June 1, 2019
0	\$50,004
1	\$50,376
2	\$50,760
3	\$52,896
4	\$54,756
5	\$56,880
6	\$59,100
7 or more	\$61,308

INSTITUTIONAL HOLIDAYS

The State of Texas Legislature designates holidays for The University of Texas System each fiscal year (September 1 – August 31). Typically, MD Anderson observes the following holidays:

- **Labor Day***
- **Thanksgiving Day**
- **Day After Thanksgiving**
- **Christmas Eve Day***
- **Christmas Day**
- **Winter Holiday [the weekday that immediately follows Christmas (i.e., Dec. 25)]**
- **New Year's Day***
- **Martin Luther King Jr. Day***
- **Memorial Day**
- **Independence Day**

The total number of holidays fluctuates annually. When a holiday falls on a Saturday or Sunday, that holiday is not observed.

Optional Holidays

The Texas Legislature has designated Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez as optional holidays.

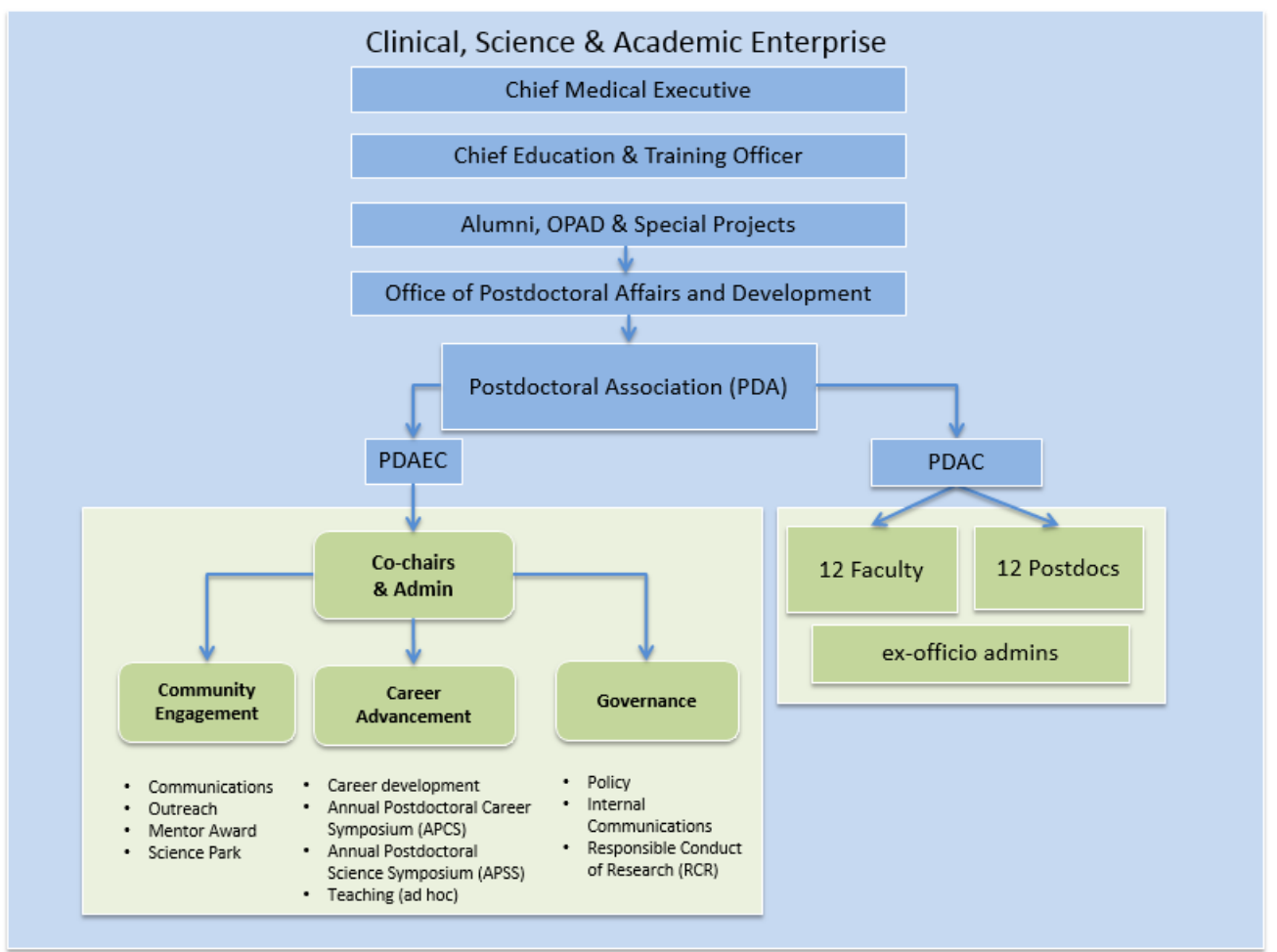
Eligible employees may observe the optional holidays by either using Paid Time Off (PTO also known as vacation hours) or working on one of the holidays marked with an asterisk (*) in advance of the optional holiday dates.

For other religious or cultural holidays you wish to observe that do not appear above, you can use PTO. All requests should be discussed with and approved by your faculty PI.

Postdoctoral Association (PDA)

The MD Anderson Postdoctoral Association is led by and comprised of MD Anderson postdoctoral fellows. As a postdoctoral fellow or Odyssey Fellow, you are automatic members of the PDA and affiliate members of the [National Postdoctoral Association \(NPA\)](#) (registration required).

INSTITUTIONAL HIERARCHY AND THE POSTDOCTORAL COMMUNITY



POSTDOCTORAL ASSOCIATION EXECUTIVE COMMITTEE (PDAEC)

The PDAEC is comprised of elected officers, regular and associate members. Members of the PDAEC lead the planning, organization and implementation of most annual and monthly events as well as liaise with faculty and institutional leadership to help foster and promote an unparalleled postdoc experience. As a committee, the PDAEC meets once a month to conduct business and collectively explore potential activities.

For more information about the PDAEC, read the Welcome Letter on page 3 or visit [our website](#).



FY19 and FY20 members of the PDAEC and OPAD with Peter WT Pisters, MD, President of The University of Texas MD Anderson Cancer Center

ANNUAL EVENTS

National Postdoc Appreciation Week (NPAW). As a demonstration of our appreciation for the postdoc contributions to the institutional and global research enterprises, OPAD organizes NPAW events. In the past we have celebrated NPAW with activities such as an international luncheon which celebrates the diversity of our community, mind-body fitness sessions and professional development. NPAW usually occurs the third week in September.

To honor the unique contributions of members of the PDAEC, OPAD recognized them for initiating new experiences that have enhanced the postdoc experience. During the 2019 Wine and Cheese Reception hosted and sponsored by OPAD for National Postdoc Appreciation Week, OPAD and Dr. Pisters recognized several PDAEC members for their unique contributions to the postdoc experience and thanked their mentors for supporting their professional development.

2019 National Postdoc Appreciation Week Several Members of the PDAEC Recognized for Initiating New Experiences



Kylee Veazey, PhD

Maximizing Connections

Dr. Veazey's serendipitous connection with the Rice Chapter of [Sigma Xi The Scientific Research Honor Society](#) led to OPAD-sponsored Sigma Xi memberships for PDAEC officers who were nominated for membership. Her mentor is Margarida Almieda Santos, PhD.



Vrutant Shah, PhD

Commitment to Teaching & Mentoring

Along with Amanda Haltom, PhD (not pictured) Dr. Shah led a summer boot camp that taught research skills and lab etiquette to summer students through didactic presentations and practical demonstrations. His mentor is Michelle Barton, PhD. Vidya Gopalakrishnan, PhD is the mentor of Dr. Haltom.



Rajan Chaudhari, PhD

Commitment to Teaching & Mentoring

Dr. Chaudhari coordinated our first-ever participation in National DNA Day. By working with postdocs and several Houston-area high schools, our postdocs visited various science classes to teach science concepts to students. His mentor is Shuxing Zhang, PhD.



Rupa Kanchi, PhD

Commitment to Ethics

Now a former postdoc, Dr. Kanchi initiated the idea and led efforts to convene our first-ever [Responsible Conduct of Research Symposium](#). Her mentor was Naveen Garg, PhD.



Simone Punt, PhD

Leadership & Management

Dr. Punt co-led with a GSBS graduate student the NatureJobs Career Expo that, for the first time, convened in Texas in October 2018 (FY19). Her mentor is Patrick Hwu, MD.



Jemima John, PhD (not pictured)

Caring & Innovation

Represented by her mentor, Larkin Strong, PhD (pictured here), Dr. John initiated a partnership with our Children's Cancer Hospital to tutor pediatric patients in STEM-related courses, and when needed, in their native languages.



Monika Zelazowska, PhD

Dhurjhoti Saha, PhD

Promoting Community

For the first time, the Annual Postdoc and Family Picnic was held in Smithville at the invitation of Dr. Zelazowska (mentor: Kevin McBride, PhD) and Dr. Saha (mentor: Blaine Bartholomew, PhD). This event required meticulous planning and flexibility so that postdocs, graduate students, faculty, staff and their families could enjoy numerous indoor and outdoor activities.

ALSO RECOGNIZED BUT NOT PICTURED

Neus Bota, PhD

Leadership & Development

Dr. Bota initiated the incorporation of leadership development into the postdoc experience. As a result of her initiative, in 2019 the Leadership Institute began piloting their curriculum with postdocs and other trainees for relevance to the trainee community. Her mentor is Jonathan Kurie, MD.

Annual Postdoctoral Career Symposium (APCS). APCS is a unique and exciting event connecting the private and public sectors, industry, and academia. APCS is organized by postdoctoral fellows of sponsoring Houston-area institutions and offers access to experts from a variety of career fields. The APCS provides a great opportunity for postdocs to learn more about different career options and strategies to navigate those career paths. Space is limited so registration is required.

Annual Postdoctoral Science Symposium (APSS). APSS, sponsored by the MD Anderson Postdoctoral Association, is a platform for postdoctoral fellows in the Texas Medical Center (TMC) to present their current research in the areas of basic, translational and population sciences. APSS features oral and poster presentations and includes interactive sessions facilitated by experts in a variety of fields. During this symposium postdocs can network with colleagues from other TMC institutions, gain valuable career skills during breakout sessions while presenting their science and learning from colleagues and invited speakers. In 2018, the professional value of APSS was enhanced with the first ever [APSS abstract publication](#).

Endowed Fellowships. These donor-earmarked fellowships are competitively awarded to postdoctoral fellows, clinical fellows and clinical residents.

Postdokterfest. Jointly sponsored for more than 10 years, Postdokterfest brings together postdocs from many of the TMC institutions. Postdokterfest is appropriately hosted at the John P. McGovern Texas Medical Center Commons and features food, beverages and a completely casual and friendly atmosphere.

Robert M. Chamberlain Distinguished Mentor Award. Established by the Postdoctoral Association in 2005, the Robert M. Chamberlain Distinguished Mentor Award annually recognizes and honors faculty members whose careers have been underscored by their valuable mentoring of postdoctoral fellows at MD Anderson and honors a faculty member who, through demonstrated guidance of postdoctoral fellows, exemplifies the fundamental mentoring qualities of teacher, coach and sponsor.

Trainee Research Day. This is an ideal opportunity for our postdoctoral research fellows and graduate medical education fellows and residents to showcase and be rewarded for their exciting research in the basic sciences, clinic, population, translational science, quality improvement and cancer survivorship. In addition to the oral competitions, an “Elevator Speech” competition provides trainees the opportunity to effectively and succinctly convey their science.

MONTHLY EVENTS

Academic Insights Seminar Series. Monthly seminars and panel discussions on topics to help postdocs identify the requisite non-lab based skills and insights necessary to launch a faculty or non-faculty academic career.

Responsible Conduct of Research (RCR). RCR is a series of monthly seminars that meet the NIH requirements of eight (8) contact hours in responsible conduct of research training. Fellows can view their transcript and download their certificate of completion electronically.

There are many initiatives and opportunities developed specifically for postdocs. To inform the community of these initiatives and opportunities, an electronic newsletter was created in April 2017 and is emailed regularly.

Postdoc Notes. The PDA/OPAD sends Postdoc Notes via e-mail including relevant information about news, regulations and events for postdocs. All new postdocs are automatically added to the distribution list. *(This resource is on hiatus indefinitely.)*

Calendar of PDA Events. We provide an overview of various events of interest for MD Anderson postdocs online.



A trainee presents during **Trainee Research Day 2019.**



Postdocs enjoy 2018 **Postdoktoberfest.**



James Allison, PhD and Erik Cressman, MD, PhD participate as judges during **Trainee Research Day 2018.**



Postdocs gather at the 2019 **NPAW Wine & Cheese Reception.**



Postdocs share lunch during the 2019 **Postdoc Annual Townhall.**



Breakout session during 2019 **APSS**

Moving to and Living in Smithville (Science Park)

The Smithville Campus will relocate to Houston [date(s) to be determined]

Located in Bastrop County, Texas, Smithville is 12 miles (19 km) southeast of Bastrop and 42 miles (68 km) southeast of Austin. The Virginia Harris Cockrell Cancer Research Center at MD Anderson Cancer Center at Science Park is a basic science research campus located near Smithville and is home to the Department of Epigenetics and Molecular Carcinogenesis.

SMITHVILLE FUN FACTS

In 2008, Smithville was named the first Film Friendly Community in Texas by the Texas Film Commission.

The Academy-award nominated movie, [The Tree of Life](#), starring Brad Pitt, Sean Penn and Jessica Chastain was filmed in Bastrop and Smithville.

[Hope Floats](#) starring Sandra Bullock and Harry Connick, Jr. was set in Smithville.

Other movies filmed in Smithville area: The Texas Chain Saw Massacre (1974), A Perfect World (1993), Bernie (2010), Boyhood (2014).

The City of Smithville

[Voter Registration](#) and other information on elections.

[Things to Do in Smithville](#) and [Austin](#)

[Moving to the Austin area?](#)

YOUR HOME

[Apartment Complexes](#)

[Moving Companies](#)

[Moving Companies in Austin](#)

Other housing resources that may be of interest are:

[Renters' Rights Information](#)

[Utilities](#) (Note: Texas' electricity is deregulated so most residents can choose their electricity service from a variety of retail electricity providers. A service of The Public Utility Commission allows you to [compare services and providers.](#))

SCHOOL SYSTEMS

Public

[Austin Independent School District](#)

[Eanes Independent School District](#)

[Lake Travis Independent School District](#)

[Smithville Independent School Districts](#)

Private schools in the greater Austin area

YOUR AUTO

[Texas' Department of Public Safety](#) issues driver's licenses and ID cards.

[Tax Assessor's Office](#)

[Order license plates](#)

Moving to and Living in Bastrop

[Register your vehicle](#)

Located about 30 miles (48 km) southeast of the state capital, [Austin](#), Bastrop is part of the Greater Austin metropolitan area. It is also the county seat of Bastrop County, Texas. The [Keeling Center for Comparative Medicine and Research](#) employs more than 120 staff and faculty and is located on 381 acres near Bastrop, Texas.

BASTROP FUN FACTS

Bastrop County is a home of two state parks: [Bastrop State Park](#) and [Buescher State Park](#).

In 2010, Bastrop was named a Distinctive Destination by the [National Trust for Historic Preservation](#).

The City of Bastrop

[Voter Registration](#) and other information on elections.

[Things to Do in Bastrop and Austin](#)

[Moving to the Austin area?](#)

Apartment Complexes in BASTROP

[The Lodge at Lost Pines](#)

[Walnut Ridge](#)

[Arbors of Bastrop](#)

[Moving Companies](#)

[Moving Companies in Austin](#)

Other housing resources that may be of interest are:

[Renters' Rights Information](#)

[Appraisal District](#)

[Utilities](#) (*Note: Texas' electricity is deregulated so most residents can choose their electricity service from a variety of retail electricity providers. A service of The Public Utility Commission allows you to [compare services and providers](#).*)

[Moving to the Austin area?](#)

SCHOOL SYSTEMS

Public

[Austin Independent School District](#)

[Bastrop Independent School District](#)

[Elgin Independent School District](#)

[Manor Independent School District](#)

[Smithville Independent School District](#)

Private schools in the greater Austin area

YOUR AUTO

[Texas' Department of Public Safety](#) issues driver's licenses and ID cards.

[Tax Assessor's Office](#)

[Order license plates](#)

[Register your vehicle](#)

SELECT INSTITUTIONAL RESOURCES

Office of Postdoctoral Affairs and Development (OPAD)

Education and Training | Email: OPAD@mdanderson.org

Postdoctoral Association

Email: postdoctoralassociation@mdanderson.org

Academic and VISA Administration helps with the forms and information necessary for securing a VISA. 1 Mid Campus Building (1MC 17.3439 - South Tower elevators)

Phone: 713.792.1112

Email: visa@mdanderson.org

[CPRIT TRIUMPH Postdoctoral Fellowship](#)

[Odyssey Fellowship](#)

Research Trainee Programs

Email: RTP-EAS@mdanderson.org

OTHER MD ANDERSON RESOURCES

[Employee Assistance Program](#) provides an experienced clinician with whom you can consult confidentially (with applicable laws pertaining to mental health professionals). No MD Anderson employee is informed of your contacts with these carefully selected specialists.

Fitness Center offers postdocs and other members of the MD Anderson community access to a series of activities, fitness equipment and opportunities to help employees make choices and appropriately modify behaviors conducive with longer lives and lower cancer risks. The Fitness Center also reflects MD Anderson's ongoing commitment to the [CEO Cancer Gold Standard program](#).

[Office of Sponsored Programs \(OSP\)](#), the central office for administration of all aspects of grant proposal review, electronic submission and contract facilitation with sponsors on behalf of The University of Texas MD Anderson Cancer Center, is the authorized institutional official for external sponsors. OSP ensures due diligence by the institution for compliance and integrity in research administration for our sponsors.

[Ombuds Office](#) assists with any workplace issues, including alleged unfairness, harassment, professional or personal disrespect, research issues, and authorship disagreements.

[Research Medical Library](#) offers after hours access seven days a week to MD Anderson employees and students who have [registered for this access](#). (*More information*)

[Scientific Publications](#) helps MD Anderson faculty and trainees to get published and to get funded, by providing a wide range of editorial, educational, and publishing services, free of charge, to the MD Anderson community.

[UT Police Department](#)

Acknowledgements

About the Office of Postdoctoral Affairs and Development (OPAD)

OPAD is delighted you have considered MD Anderson at this critical stage of your career. We enrich the postdoc experience by directing the planning, organization, strategy and evaluation of professional and career development initiatives for our postdoctoral scientists. These activities provide first-class career development experiences to round out the postdoctoral research experiences so that this phase of your training is unparalleled.

About the MD Anderson Postdoctoral Association (PDA)

Comprised of and led by postdoctoral fellows, the MD Anderson Postdoctoral Association improves, enhances and enriches the experience of all MD Anderson postdoctoral scientist by promoting community, addressing issues relevant to all postdocs and promoting productive dialogue among postdoctoral scientists, administration and faculty.

We extend our most sincere thanks to Dr. Victoria McDonnell of OPAD for creating this handbook and ensuring its content remains current. Special thanks to Charlotte Fuselier for her meticulous edits of this version of the handbook. We also thank the current and former postdoctoral scientists who contributed to and informed the content of the inaugural edition launched in August 2018, especially those postdoctoral scientists listed below:

Neus Bota, PhD

FY19 Chair, Career Development
Thoracic Head & Neck Medical Oncology
Mentor: Jonathan Kurie, MD

Javiera Bravo-Alegria, PhD

FY18 Co-Chair, PDAEC
Pediatrics
Mentor: Vidya Gopalakrishnan, PhD

Tara H. Dobson, PhD

FY17 Co-Chair, PDAEC
Pediatrics
Mentor: Vidya Gopalakrishnan, PhD

Simone Punt, PhD

FY19 Co-Chair, PDAEC
Melanoma Medical Oncology
Mentor: Patrick Hwu, MD

Mohsin Shah, MBBS

FY19 Vice-Chair, Communications
General Internal Medicine
Mentor: Maria Suarez-Almazor, MD, PhD

Lewins Walter, PhD

Postdoctoral Fellow
Clinical Cancer Prevention
Mentor: Eduardo Vilar Sanchez, MD, PhD

Sebastian Wurster, MD

Postdoctoral Fellow
Infectious Diseases
Mentor: Dimitrios Kontoyiannis, MD, PhD

Monika Zelazowska, PhD

FY19 Vice-Chair, Science Park
Epigenetics and Molecular Carcinogenesis
Mentor: Kevin McBride, PhD