# Roadmap for WUR-postdocs

When you start as a postdoc, it is good to know that there are many different people and institutions that can help you as a postdoc at Wageningen University. To clarify the different options to receive guidance and assistance, a short overview is presented here. Remember that your colleagues can also be a good source of help and advice.

# Within the chair group and/or the research project:

### Principle Investigator (PI)

The PI is responsible for introducing you to the research/chair group and its members, the research facilities and other relevant chair group information. We advise you to keep regular contact with your PI to discuss progress, planning, outputs and expectations.

### Chair holder

When the PI is not the chair holder, the chair holder is the final point of contact within the chair group for advice and a final decision on matters, if needed.

# Sources of help and support at WUR, beyond the chair group:

## Graduate Schools

The Graduate Schools at Wageningen University are responsible for the coordination, development and facilitation of doctoral and postdoctoral education. Depending on the affiliation of the chair group, chair groups are connected to one or more graduate schools. You can discuss with your PI which graduate school would be a good fit.

The benefits of joining a graduate school as a postdoc are:

* A postdoc Introduction meeting is organized twice a year in which you will be introduced to the graduate school and all it can offer you.
* Career Development Plan for Postdoctoral researchers (CDPP): a document in which the postdoc formulates the goals /deliverables of the work, what their career ambitions are, and what (training) activities they want to follow to optimise their career perspectives. Also, this document is a tool to constructively discuss these plans and ambitions with the chairholder/PI.
* Reduced fee (50% of cost price) for skills, grant application and career courses offered by Wageningen Graduate Schools (WGS)
* You receive the monthly newsletter of the graduate school with information about courses, workshops, open positions, grants etc.
* If you have an interesting topic for a scientific meeting (e.g. workshop, course, seminar), you can contact the Graduate school for organisational, logistical and financial support.
* The postdoc advisors give confidential advice on problems related to research or issues with the PI or chair and can advise you on training, personal and career development, career choices and coaching.  For problems outside the postdoc advisor’s expertise, the postdoc advisor will direct the postdoc to another person or service.

#### Information and contact:

wimek@wur.nl Rooms: A.215 and A.229, Lumen building 100, Postbus 47, 6700 AA Wageningen

## Employment

### Human resources

#### HR Advisor

The chair group's HR advisor is a contact person for postdocs employed by Wageningen University. You can consult your HR advisor confidentially about issues such as your legal status, career choices and personal development, coaching, your yearly Performance & Development (P&D) interview, etc. Based on their expertise, your HR advisor can advise you regarding any problems or, if necessary, refer you to, or involve, others who can help. The name of your HR advisor can be found on the [intranet](https://intranet.wur.nl/) under the myHR button/colleagues/HR contact.

### *My HR*

In the MyHR application, can you find information among others about your salary, your vacation days and Optare (a tool to compile a part of your employment benefits package).

### *My Projects*

In the MyProjects application, you write down your working hours and vacation hours. Depending on how many projects you are working on, you will receive one or more codes to write your hours on.  Please discuss how and when to do this with your PI.

### Employment conditions and contracts

#### Practical information concerning employment

You can find practical information on many different topics concerning employment and career development at WUR on this [intranet page](https://intranet.wur.nl/umbraco/en/practical-information/).

#### Information page for new employees

On this [webpage](https://intranet.wur.nl/umbraco/en/practical-information/employment/new-employees/), you can find all sorts of information that can be useful to new employees, such as collective healthcare insurance, reporting illness, facilities.

### Collective Labour Agreement

The Collective Labour Agreement of Dutch universities details employment conditions on different aspects, such as wages, working hours. You can find the Collective Labour Agreement [here](https://www.universiteitenvannederland.nl/files/documenten/CAO/2022/UNL-18575-07-CAO%20Nederlandse%20Universiteiten%202022%20%28EN%29%20%282%29.pdf).

The [Collective Labour Agreement](https://www.universiteitenvannederland.nl/files/documenten/CAO/2022/UNL-18575-07-CAO%20Nederlandse%20Universiteiten%202022%20%28EN%29%20%282%29.pdf) also has a detailed section on contracts for postdocs in general and on possibilities to extend a contract (starting on page 126). For more information, please contact your PI / chair holder or HR advisor.

### Leave

#### Leave hours

Anything that is good to know about leave hours is collected on this [intranet page](https://intranet.wur.nl/umbraco/en/practical-information/employment-conditions/leave/).

#### Leave other than holiday

You can find more information on different types of leave, e.g. parental leave in the [Collective Labour Agreement](https://www.universiteitenvannederland.nl/files/documenten/CAO/2022/UNL-18575-07-CAO%20Nederlandse%20Universiteiten%202022%20%28EN%29%20%282%29.pdf) from page 43 onwards.

## Company doctor

It is possible for postdocs employed by WUR to consult the company doctor regarding absences due to sickness, prevention of sickness, and advice. These conversations will be kept confidential. Both ill and healthy employees can make appointments with the company doctor on their own initiative. You can find the [contact details](https://intranet.wur.nl/umbraco/en/practical-information/employment/sickness-and-occupational-disability/) for the company doctor on the intranet.

## Safety & Health

[Here](https://intranet.wur.nl/umbraco/en/practical-information/safety-health/) you can find information, among others, on health issues related to computer work and tips.

## Counsellors

#### Occupational Social Worker

All postdocs employed by WUR can get support from an occupational social worker, whether as a preventative measure or if they are experiencing health issues. The occupational social worker can help regarding questions related to work and well-being, issues with colleagues, stress, personal problems and more. All the conversations with the occupational social worker are confidential. You can find the [contact details](https://intranet.wur.nl/umbraco/en/practical-information/objections-complaints/support-mediation/) of the occupational social workers on the intranet.

#### Confidential counsellors for undesirable behaviour

The confidential counsellors for undesirable behaviour can be consulted when experiencing undesirable and/or intimidating behaviour such as bullying, sexual harassment, intimidation, discrimination, aggression, etc. Or when observing this happening to others.
You can find [contact details](https://intranet.wur.nl/umbraco/en/practical-information/objections-complaints/support-mediation/) and more information about [complaint procedures](https://intranet.wur.nl/umbraco/en/practical-information/objections-complaints/complaints-procedures-integrity-wur/) on the intranet.

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#### Confidential counsellor for scientific integrity

[The Netherlands Code of Conduct for Research Integrity](https://www.wur.nl/en/Education-Programmes/PhD-Programme/Regulations.htm) applies to all of the scientific work of the academic practitioners at Wageningen University & Research. The Code of Conduct sets out the principles that each academic has to take into account. There are [special confidential counsellors for scientific integrity](http://www.wageningenur.nl/nl/Onderzoek-Resultaten/Wetenschappelijke-integriteit.htm), a committee and a [scientific integrity complaints procedure](http://www.wageningenur.nl/nl/Onderzoek-Resultaten/Wetenschappelijke-integriteit/regelingwetenschappelijkeintegriteit.htm). You can find [contact details](https://intranet.wur.nl/umbraco/en/practical-information/objections-complaints/support-mediation/) and more information about [complaint procedures](https://intranet.wur.nl/umbraco/en/practical-information/objections-complaints/complaints-procedures-integrity-wur/) on the intranet.

## Grant Office

If you would like to apply for a grant and need support or have questions please contact the Grant office. They can also give you an overview about suitable grants. You can also join the [Grant office-group](https://intranet.wur.nl/Project/GrantOffice) on the WUR-intranet.

## Transition compensation

You are entitled to a transition compensation if you are dismissed or if the temporary contract is not renewed on your employer’s initiative. This right also exists if you resign yourself, due to serious culpable acts or omissions on the part of your employer. From 1 January 2020, you are entitled to a transition payment upon dismissal from the first day of your employment contract. More information (in [English](https://access-nl.org/dual-careers-netherlands/working/unemployment-netherlands/what-is-the-transitievergoeding-transition-compensation/) and [Dutch](https://www.transitievergoeding.nl/)).

## Entrepreneurship

Do you have an outstanding idea for a commercial project and would like to start up a business? Wageningen stimulates the development of an entrepreneur mindset.

Check out [Startlife](https://start-life.nl/).

WUR-Spinoff: Would you like to bring your research project to the next level? Do you have question about the intellectual property? Have a look [here](https://www.wur.nl/en/Value-Creation-Cooperation/Collaborating-with-WUR-1/WUR-Spin-offs.htm).

You can also find the information in the intranet.

## Facilities

This [link](https://intranet.wur.nl/umbraco/en/practical-information/facilities/) provides information about all facilities on campus such as the library, it related issues, translations and catering

## Campus

[This link](https://intranet.wur.nl/umbraco/en/practical-information/buildings-campus/) provides information on buildings on the campus.

## Research

#### Services for researchers

[Here](https://suphub.wur.nl/suphub) you can find an overview of all services for researchers, SupHub, including research data management, ethics. Please update your own website so people can find you there too!

#### Research support

The WUR offers a variety of support for research on e.g. writing and publishing, and project support. Information on it is available at [this link](https://intranet.wur.nl/umbraco/en/practical-information/research-support/).

## Reporting & Questions

[This link](https://intranet.wur.nl/umbraco/en/practical-information/reporting-questions/) provides information on several topics, such as Lost & Found or submitting a complaint.

## Travel and relocation

Information on requesting a work trip abroad, booking an overnight stay abroad, and relocation can be found on [this webpage](https://intranet.wur.nl/umbraco/en/practical-information/travel-housing/).