

## **Translational Research Education for Cancer Solutions (T-RECS) Postbaccalaureate Program: Expectations for Faculty Mentors**

The Translational Research Education for Cancer Solutions (T-RECS) program has two interconnected roles for scholars: 40-hour per week non-exempt hourly position within either Fred Hutch (FH) or University of Washington (UW) working at the bench on a research project and a student scholar role with curriculum designed to develop a foundation for further graduate studies and a career in research (variable time commitment; 4-12 hours per week). Scholars will be awarded a scholarship to allow protected time to focus on pursuing their scholar role.

### **Faculty members who serve as mentors for the T-RECS Postbacc Program will be expected to:**

- Design a project appropriate for a postbacc scholar that can be finished in 2 years and provides opportunity for professional and scientific development
- Write a one-paragraph description of the research project to allow prospective postbacc scholars to choose a research lab
- Supplement the postbacc's wages and scholar support with (\$15,115/year per scholar)
- Conduct regular performance reviews for the postbacc scholar in accordance with UW / Institute of Translational Health Sciences (ITHS) or Fred Hutch guidelines for employee performance appraisals
- Meet with postbacc regularly to oversee their scientific training and progress on their research project
- Identify a lab member (graduate student, postdoc, or senior technician) to serve as a secondary lab mentor and oversee the postbacc's research project if the faculty member won't be the direct supervisor
- Work with the postbacc scholar to create an Individual Development Plan (IDP) for their postbacc career
- Serve as secondary mentor for another postbacc scholar and meet with them 2-4 times per year
- Support the postbacc scholar attending Postbacc Program academic development activities outside of their 40-hour work week; including but not limited to the following:
  - Year 1 (2026)
    - ITHS Clinical and Translational Research (CTR) Pathway Course (meets weekly)
    - Core Workforce Competencies Series Seminars
    - Other activities like journal clubs and scientific meetings/events
  - Year 2 (2027)
    - Fred Hutch Research in Progress (RIP) Seminar Series (Year 2)
    - Presentation at the annual FH Postbacc Scholar Symposium & ITHS Expo
    - Presentation at one additional scientific conference
- Help the postbacc scholar with graduate school applications
- Participate in Postbacc Program activities including the annual Postbacc Scholar Symposium and the Participation and poster presentation at the annual ITHS Translational Science Expo
- Complete an annual survey to provide feedback and outcomes on the Postbacc Program
- Participate in additional Postbacc Program events on an ad hoc basis, such as one of the monthly academic development seminars

### **Notes on [Program] Appointments:**

- Scholars will be appointed as full time staff at UW with ITHS (UW School of Medicine Dean's Office) to this grant's administrator, Russ Lackey (ITHS Director of Education, [rlackey@uw.edu](mailto:rlackey@uw.edu)).
- Scholars pay and hour submissions will be distributed through UW Payroll and Workday (<https://employeehelp.workday.uw.edu/workday-payroll-calendar/>)
- Mentor supplement funds (\$15k/year per scholar) will be routed to ITHS by [date TBC] each year.

\*Detailed and complete job description will be included in award letter