

Handbook for
Postdoctoral Fellows
and Associates



Yale University
2008



Arts &
Sciences



Architecture



Art



Divinity



Drama



Engineering



Epidemiology
& Public Health



Forestry



Law



Management



Music



Medicine



Nursing

Last updated June 2008

Dear Postdoctoral Appointees,

Welcome to Yale University! We are excited to have you join our community of scholars and look forward to making sure that your stay at Yale is both productive and rewarding.

The Office for Postdoctoral Affairs has two branches, with one residing on the Central Campus and the other at the School of Medicine. We are here to serve your needs, and you should feel free to contact us at any time during your post-doctoral training.

We are pleased to provide you with this edition of the Postdoc Handbook*. In it you will find vital information about Yale University, the city of New Haven, and the local region. We hope that you will find the enclosed information useful, and we welcome your suggestions for enhancing future editions of the book.

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**Special note to international postdocs: The "Handbook for International Students and Scholars" is available from the Office of International Students and Scholars (OISS) and explains topics not covered here. Please make sure you get a copy!*

We are indebted to OISS for allowing us to model our handbook after theirs. Some of the text printed here was written by OISS staff members.

All phone numbers in this handbook are area code (203) unless indicated otherwise.

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ARRIVING AT YALE

First Things

There are several important things to do upon arriving at Yale:

1. International postdocs **must** visit the Office of International Students and Scholars (OISS), located at 421 Temple Street.

2. Check in with your mentor and your departmental business office. Your business office will provide information about working in the department as well as keys to your lab or office and possibly a stockroom card. Postdoctoral fellows may receive a Benefits health coverage authorization form, which you should bring to the Benefits office. Your business office will also direct you to the appropriate office to get your Yale I.D.

3. Get your Yale I.D. card at the I.D. Center nearest you. See below for details.

4. Activate your Net I.D.

5. Contact the Yale Benefits Office, 432-5550, within 30 days of arrival to enroll in one of Yale's health insurance plans. Bring your health coverage authorization form if you received one from your department.

6. Attend Orientation.

7. Complete a Conflict of Interest form and submit it to your departmental business office.

8. Complete an "In Case of Emergency" form and submit it to the Postdoctoral Affairs office nearest you.

Getting a Yale I.D. Card

A Yale I.D. card serves the following purposes:

- General identification
- Entry to secured areas and buildings
- Use of Yale transportation services
- Access to library services
- Entry to athletic facilities and events*
- Entry to the Peabody Museum*
- Entry to campus film society screenings*

*Access to these may require fees.

To get your I.D., you will need to visit the I.D. Center closest to your department (www.yale.edu/sfas/idcard):

- *Medical School I.D. Center*, 785-4286
333 Cedar Street, SHM Rm CE-1
M-F 8:30-11:45; 1:00-2:00

- *Central Campus I.D. Center*, 432-0165
246 Church Street, Rm B01
M-F 8:30-4:30

Lost, stolen, or damaged I.D. cards should be reported immediately to the University Security Department at 100 Church Street South, 785-5555. Replacement cards are available from the I.D. Center. Malfunctioning or accidentally damaged cards are replaced at no charge. Lost, stolen, or deliberately damaged cards are replaced at a fee of \$25. More information is available at www.yale.edu/sfas/idcard.

Yale Spouse or Partner I.D.

Spouses and domestic partners are eligible for Yale I.D.s. Please bring the following documents to the I.D. Center:

- ✓ Photo I.D. of spouse or partner
 - ✓ Proof of marriage (any ONE of the following:)
 - Copy of marriage certificate
 - Immigration visa, if passport has both spouses' names
 - OISS Family attachment form
 - Yale Health Plan card
 - Mortgage if in both spouses' names
 - Life insurance policy with spouse as beneficiary
 - If applying for an I.D. for your domestic partner, you must bring a Yale Verification of Domestic Partner form available from the Benefits Office at 155 Whitney Avenue
- Domestic Partner refers to a same-sex domestic partner only.

Your NetID

Your NetID enables you to activate your *yale.edu* email account as well as gain access to numerous online resources. To find your NetID, go to <https://veritas.its.yale.edu/findnetid/index.html> and input your Social Security number and last name. Those at the School of Medicine may also visit the ITS Med Walk-In Help Desk in the Sterling Hall of Medicine (SHM Rm IE 90) Monday-Friday, 9:00 a.m. to 4:30 p.m.

Orientation

The university offers a day-long orientation pro-

gram for all new employees, faculty, and postdocs. This program provides a useful handbook on many Yale resources, takes you on a tour of campus, discusses the Benefits options available to you, and even takes you to one of New Haven's finest restaurants for lunch! Orientation programs are offered on Mondays from 8:30 to 3:30. Call the Learning Center at 432-5660 to sign up for Orientation.

The School of Medicine also offers orientation for its postdocs. Contact ysmtraining@yale.edu to sign up for the next session.

Please note that everyone at the School of Medicine and all others who work with human subjects are required to comply with the Health Insurance Portability and Accountability Act (HIPAA). HIPAA compliance can be completed at the School of Medicine orientation, or visit <http://hipaa.yale.edu> for more details.

MOVING TO NEW HAVEN

New Haven Neighborhoods

Many of Yale's students and postdocs live in one of the four following New Haven neighborhoods: Science Hill/ East Rock/Orange St.; Central/Downtown; Wooster Square; or Westville.

Science Hill/East Rock/Orange Street – This neighborhood is often referred to as the "grad student ghetto" because of the high percentage of grad students who live there. The apartments and houses in this neighborhood are usually quite nice (a number of faculty members also live in this area). Many of the apartments are in multifamily homes. There are also several larger apartment buildings that have good turnover from year to year. This neighborhood has several local grocers, bars and coffee shops and is on the Yale Shuttle bus line. The East Rock/ Orange Street neighborhood is roughly bordered by Trumbull and Cold Spring Street and Prospect and State Streets.

Central/Downtown – As its name implies, this neighborhood is in the heart of New Haven. Close to stores, restaurants and entertainment, this neighborhood is popular because of its close proximity to both the Medical School and Yale's main campus. Streets in the downtown area include Chapel, Broadway, High, Park, York, and Howe.

Wooster Square – Wooster Square is a neighborhood east of Yale and is within walking distance of the main part of campus. At the center of the neighborhood is small, but delightful Wooster Square Park. Court Street and Hughes Place, which run off the park, are two of the nicest streets in New Haven. This neighborhood includes Wooster Street, which is New Haven's "Little Italy" and the home of two famous pizza restaurants, Sally's and Pepe's. Wooster Square is bordered by St. John and Water Streets and Olive and Chestnut Streets.

Westville – Westville is the home of the Yale Bowl and the Yale Golf Course. This neighborhood is about 15 minutes from campus by city bus (\$1.25/one way) or car. Westville is more residential than the other neighborhoods and tends to be a little less expensive.

Beyond New Haven – In addition to the popular New Haven neighborhoods, some postdocs live in the surrounding cities of Hamden, Woodbridge, Branford, East Haven, or West Haven.

Whichever neighborhood/city you decide to live in, make sure you visit (or have someone visit for you) any room or apartment you are considering renting before making any agreements or signing a lease.

Discrimination because of race, color, ethnicity, and sexual preference is strictly against the law. It is also illegal to turn down an application from a family with children; the sole exception is housing of three or fewer separate apartments where the landlord resides. Any difficulties should be reported to the Yale Housing Office – 432-9756.

Maps of New Haven & Beyond - Especially when you first arrive, you'll want to have a good map. Some helpful links include:

www.facilities.yale.edu/campus/Imapnew.asp,
for detailed campus maps.

<http://business.yale.edu/map/medicine.html>
for a map of the Yale Medical Center area.

www.cityofnewhaven.com/maps/index.asp
for a map of the entire city.

Housing Resources

Off Campus Housing

<http://www.yale.edu/hronline/ochousing/>

START HERE! This page provides a link to an extensive database of off-campus properties. You can search by neighborhood, price, or size. In addition to a listing of apartments and rentals, this website also has links to hotels, the Yale travel service, Yale parking and transit, and area Bed and Breakfasts.

At the time we went to press, Yale was planning to password protect this site. Contact the Office for Postdoctoral Affairs if you have trouble viewing this site.

The Yale Bulletin & Calendar

<http://www.yale.edu/opalyb&c/index.html>

The Yale Bulletin & Calendar is a Yale publication that contains housing ads in its Classifieds section. Individuals can also publish/post 'housing wanted' ads in the Bulletin by calling 432-1316.

The New Haven Register

<http://www.newhavenregister.com>

The New Haven Register is New Haven's local newspaper and carries ads for apartment and house rentals. Sunday's paper tends to carry the most ads.

University Properties

<http://www.yale.edu/up/residential.html>

University Properties are apartment buildings and complexes that are owned by Yale University. Apartments offered through University Properties are typically filled by the end of the summer. Please visit their website for conveniently located apartments in downtown New Haven and on Science Hill.

Costs

As a general guideline, expect to pay at least \$800/month for a one-bedroom apartment, and a minimum of \$450/month for a room in a shared apartment. In addition to the first month's rent, you will also need to put down a security deposit, which is normally equal to one to two months rent.

Apartments are generally rented unfurnished. Utilities - heat and hot water, electricity, and gas are usually separate - unless 'utilities included' is specified. (See below for a complete description of Utilities.) You should inquire as to the cost of a typical winter heating bill so that you can budget for the cost of utilities.

Realtors/Management Companies

Below are several local realtors.

- *Prudential Realty*

865-2000, 97 Whitney Avenue, www.prudentialct.com

- *C.A. White*

777-6891, 1211 Chapel Street, www.cawhite.com

- *Chelsea Company*

776-0623, 80 Howe Street, www.chelseaco.com

- *CT Apartment Locators*

776-6683 or (877) 598-7368 (outside of New Haven), 780 State Street, www.ctapartments.net

- *Pearce Co Realty*

776-1899, 32 Whiney Avenue, www.hpearce.com

- *Ross Realty*

777-4411, 12 Trumbull Street, Apt 5

- *Vacancy Busters*

865-7368, 780 State Street

Temporary Housing

It may take one to two weeks to find an apartment. While you are looking, it may be necessary for you to stay in a local hotel. Rates vary depending on the hotel and the time of year. Call the places below for prices, and mention that you are affiliated with Yale. Also visit <http://www.yale.edu/hronline/ochousing> for additional hotel information as well as local Bed & Breakfast listings.

Hotels in downtown New Haven, listed in order from least expensive to most expensive:

- *Hotel Duncan*

1151 Chapel Street, 787-1273

- *Colony Inn*

1157 Chapel Street, 776-1234

<http://www.colonyatyale.com>

- *Courtyard by Marriott New Haven at Yale*

30 Whalley Avenue, -777-6221

<http://www.marriott.com/hotels/travel/hvndtcourtyard-new-haven-at-yale/>

- *New Haven Hotel*

229 George Street, 498-3100

<http://www.newhavenhotel.com>

- *Omni New Haven Hotel at Yale*
155 Temple Street, (800)-843-0664 or 772-6664
<http://www.omnihotels.com/findahotel/NewHavenYale.aspx>

Hotels beyond walking distance to Yale, but which provide shuttle service to campus:

- *Laquinta Inn & Suites*
400 Sargent Drive, 562-1111

- *Premiere Hotel & Suites*
3 Long Wharf, 777-5337

Moving In

If you need to rent a truck or moving van in New Haven, start with the following companies. Make sure you get a confirmation number when making a reservation. Also, because most Yale graduate students and undergraduates move at the beginning and/or end of the academic year, demand for truck rentals is highest on weekends in May and August. If you plan to move during these periods, make sure to reserve your van well in advance.

- *U-Haul*
116 Whalley Avenue, 562-3177
<http://www.uhaul.com>

- *Budget/Ryder Truck Rental*
817 Whalley Ave, 389-9651
450 Sargent Drive, 787-9655
www.budgettruck.com

Also consider renting cargo vans from the Car Rental locations listed later in this guide.

Utilities

If utilities are not included in your rent, you will need to arrange to have the gas and/or electricity activated before you move in to your new place. You will also need to arrange for phone and cable service, if desired. Contact the following companies:

- *United Illuminating (electricity)*
(800) 722-5584; www.uinet.com

- *Southern Connecticut Gas Co. (natural gas)*,
787-6121

- *AT&T* (local and long distance phone service and high speed internet), 811 in New Haven or (800) 453-7538 elsewhere; <http://www.att.com>

- *Comcast (cable TV and high speed internet)** -
(800) 266-2278; <http://www.comcast.com>

*TV reception in New Haven is quite poor without cable service.

Cellular Phone Service

There are several companies that offer cell phone services in Connecticut. Verizon Wireless and Sprint offer discount pricing to Yale employees. The following are some locations to purchase cell service.

- www.verizon.com
- www.sprint.com
- t-mobile.com
- www.att.com

Internet Service

Yale provides a vast array of technology services. They also run a Help Desk, which is available Monday - Friday from 7:00 am to 9:00 pm by calling 785-3200 or 432-9000. Please visit the ITS website at <http://www.yale.edu.its> for comprehensive information about all of the services Yale has to offer.

High speed internet connections in New Haven are provided largely by the two companies below.

- *AT&T*, www.att.com
- *Comcast Cable*, www.comcast.com

Banking

The banks listed below are close to campus. The best way to get information is to visit the website or walk over in person. When going in to open a bank account, make sure you take your your Yale I.D. or appointment letter. When shopping around for banks, always inquire about whether or not they offer a special discount for the Yale community. Some banks will eliminate fees if you arrange direct deposit of your paycheck.

Special Notes: Bank of America has a branch office and ATM machines within Yale-New Haven Hospital and is a very convenient banking choice for postdocs working at the School of Medicine; an ATM can also be found in the School of Management. Lastly, the NorthEast Credit Alliance is a federal credit union that is open to Yale postdocs.

- *Citizens Bank*
209 Church Street, 821-3080
<http://www.citizensbank.com>

- *Chase*
234 Church Street, 784-3702
<http://www.chase.com>

- *Wachovia*
47 Church Street, 773-8002
<http://www.wachovia.com>

- *Bank Of America*
157 Church Street, (800) 841-4000
789 Howard Avenue (Inside Yale-New Haven Hospital), 88 Broadway
<http://www.bankofamerica.com>

- *TD Banknorth*
2 Whitney Avenue, 782-3601
<http://www.tdbanknorth.com>

- *New Alliance Bank*
195 Church Street, 789-2781
<http://www.newalliancebank.com/home/>

- *NorthEast Credit Alliance*
13 Broadway, 562-0735
<http://www.neafc.com>

- *People's United Bank*
265 Church Street, 785-9119
<http://www.peoples.com>

- *Webster Bank*
80 Elm Street, 782-4586
<http://www.websterbank.com>

Child Care

The Yale WorkLife Program provides a *Child Care Directory* for members of the Yale community. In this directory you will find:

- guidelines on selecting day care for your child
- guides to museums and recreational facilities for children
- comprehensive listings of area child care programs.

For additional information, contact the WorkLife Program

Phone: 432-5660

E-mail: worklife@yale.edu

Web: <http://www.yale.edu/hronline/worklife/>

LIVING IN NEW HAVEN

Local Transportation

Most postdocs live close to the Yale campus and do not need a car. Most will rely on walking, biking, rollerblading, and the Yale transit system to get to and from campus. Bike riders should wear a helmet while riding in city traffic and should also securely lock their bikes to designated bike racks; U-locks are recommended.

Yale Transit

Yale offers free transportation to and from key locations throughout the campus. Current maps and schedules are available at <http://www.yale.edu/parkingandtransit/>. In addition, each shuttle is equipped with a GPS locator, enabling you to track in real-time exactly where the shuttle is on its route. See the shuttles in motion at <http://yale.transloc-inc.com>.

Public Buses

CT Transit operates public bus service to and from the downtown area, train station and surrounding neighborhoods. The public bus is a good way to reach places like the shopping areas in Hamden and Milford or outdoor recreation areas such as Sleeping Giant Park on Whitney Avenue in Hamden or Lighthouse Park in East Haven. A one-way fare within one zone costs \$1.25 per person, payable in exact change (coins or bills). Also offered, a 10 ride ticket for \$11.25. Current bus schedules and maps are available at the New Haven Public Library on the corner of Temple and Elm Streets, the McDougal Center, Hall of Graduate Studies (HGS), 320 York Street, or the International Center of New Haven at the corner of Temple and Trumbull Streets. You can also get bus schedules on-line at <http://www.cttransit.com>, or call

624-0151.

Taxis

You must call in advance to order a taxi. You will typically have to wait anywhere between five to thirty minutes for a taxi pick-up, so it is advisable to plan accordingly. Call 1 hour ahead of time for train pick up. The rates for taxis for the state of Connecticut are \$3.25 to start your trip and then \$.28 for each additional 1/8 of a mile.

- *Metro Taxi*, 777-7777
- *New Haven Taxi*, 877-0000
- *Quick Taxi*, 777-7778
- *Yellow Cab*, 777-5555

Owning a Car in Connecticut

Connecticut state law requires you to register your vehicle with the state, purchase automobile insurance, pay city property tax on your vehicle, and make sure that your car passes regular safety and emissions inspections. You may also need to pay for parking.

Getting a Connecticut Driver's License

Once you have established residency in Connecticut, you have 30 days to transfer your out of state license (other American state, Canadian provincial license, French or German license) to a CT license. All others must take the Driver's Exam. For further information on obtaining a license and registering your car in CT, contact the Department of Motor Vehicles (DMV).

- *DMV Location & Hours*
1985 State Street, Hamden, (800) 842-8222
www.ct.gov/dmv

Hours are 8 a.m. to 4:45 p.m. Mon., Tues., Wed. and Fri. 8 a.m. to 7:00 p.m. on Thursday. 8 a.m. to 12:30 p.m. on Saturday. The offices are closed on Sunday. The DMV can be reached by car or by the M3 bus to Hamden from Elm and Temple.

Useful Resources for Car Buying

Visit the following web sites for more information on buying new or used cars.

- www.carfax.com, for information on used vehicle history reports.
- www.autotrader.com, www.bargainnews.com, newhaven.craigslist.org, to shop on-line for new or

used vehicles.

- www.kbb.com, www.edmunds.com, for useful information on average car prices.

Property Taxes

If you are a resident of New Haven, you will be required to pay annual property taxes on your car. You will receive a tax notice by mail either in January or July, depending on when you registered your car. For more information, contact the Tax Collector in downtown New Haven at City Hall, 165 Church Street, 946-8054. Residents of other Connecticut towns should contact their local government offices for property tax information.

Car Insurance

Car insurance in Connecticut can be expensive. It can cost around \$2,000 - \$3,000 per year for basic coverage for a first-time insurer. The following are a list of recommended Insurance Agencies in our area.

- *ABC Insurance*
2149 State Street, 777-1550.
- *A&S Insurance*
511 Orange Street, 776-4998; www.aandsinsurance.com
- *DeGenaro Agency*, (Nationwide), 1384 Dixwell Avenue, Hamden, 248-6337; www.nationwide.com
- *GEICO Direct*
(800) 861-8380; www.geico.com
- *State Farm*
1890 Dixwell Avenue, 288-7141; www.statefarm.com
- *Progressive*
800) 776-4737; www.progressive.com

Connecticut Driving Tips

- In October 2005, a new law went into effect prohibiting the use of handheld cell phones while driving.
- Never leave valuables in a parked car, and consider buying a "club" lock for your steering wheel or another theft-deterrent system.

Parking Downtown or on Campus

Finding parking in downtown New Haven and around the Yale campus is challenging. You will need to park in a pay lot, garage, or at a meter. Meters cost \$.25 for 20 minutes. Parking violation tickets begin at \$15. For discount meter parking (20% off), you can purchase vouchers from local merchants for all day meter parking for only \$2.50 or just \$.60 per hour. For more information on parking at Yale, call 432-9790 or visit <http://www.yale.edu/parkingandtransit>.

For a parking guide to downtown New Haven, visit the New Haven Parking Authority at 50 Union Avenue (Union Station), 946-8930, or the Town Green Special Services District Office at 169 Orange Street, Suite 709, 401-4245.

Special Notes: You can park free in any of Yale's lots after 4:30 p.m. on weekdays and all day on Saturdays and Sundays. On Sundays, major holidays, and after 6 p.m. (7 p.m. in some locations) you do not need to pay to park at a parking meter.

Parking in Your Neighborhood

Most neighborhoods (look for the zone signs on the street) allow street parking with a valid parking permit, which you can purchase for \$10 (you are also entitled to up to two visitor's passes - \$10 each) at the New Haven Parking Tag Office, 200 Orange Street, 946-2206.

Special Notes: If you do park your car on the street, even with a valid permit, make sure you understand the street cleaning schedule. Also watch out for parking bans. Signs announcing bans will be posted on trees and poles along the street, and the city of New Haven can post parking bans with as little as 12 hours notice before the ban is to begin. If you violate a parking ban, whether regularly posted or an emergency order, your car can be towed away; and you will receive a fine and a towing fee. If you do get towed, you will need to call the police parking tag division, 946-2206 for instructions on how to retrieve your car. It is quite expensive, and you will need cash. For information on changes to parking regulations during snow emergencies, tune in to your local television or radio station.

Traveling Outside of Connecticut

Getting To & From Major Airports

The closest airport is Tweed-New Haven Airport (HVN), which is a small commuter airport about 15 minutes from New Haven by car. The next closest

airport is Bradley International Airport in Hartford. Other commonly used airports by residents of CT include JFK and LaGuardia (LGA) in New York and Newark Airport (EWR) in New Jersey.

The two limousine services for getting to and from Bradley and the New York airports (travel time approx. 2 hours) are listed below. These services normally carry passengers in vans or mini-vans. The services run from approximately 6:30 a.m. to midnight. Call to get information or make a reservation before traveling. Taking a taxi to or from any of the area airports other than Tweed would be extremely expensive and is NOT recommended.

- *Connecticut Limousine*, 878-2222; <http://www.ctlimo.com>

Connecticut Limousine travels to and from Bradley International Airport in Hartford, JFK and LGA in New York, and Newark Airport in New Jersey. Show your Yale I.D. for a special discount. Drop off and pick up is at the Connecticut Limousine terminal at Sports Haven, 600 Long Wharf Drive, New Haven. You will need to take a taxi from their terminal to your home or campus. At certain times during the academic year, CT Limo will drop off and pick up at Phelps Gate.

- *Primetime Shuttle*
891-1280; <http://www.2theairport.com>
Prime Time Shuttle travels to and from JFK and LGA. Drop off and pick up is at Phelps Gate on the Yale campus.

- *Red Dot Limousine*
(800) 673-3368; <http://www.ridethedot.com>
Service Red Dot travels to and from JFK and LGA. Drop off and pick up is at the Omni Hotel or Holiday Inn.

- *Executive East Coast Car and Limo Service*,
(917) 606-1978; www.eastcoastlimousine.com
Door-to-Door Service. A driver will drop you off with your luggage at the terminal and/or meet you at arrivals with a sign, and accompany you to the waiting car. You will be driven to the address you specify.

Travel Agencies

There are many travel agencies in New Haven. Yale has two services that provide travel assistance to the Yale community for business travel needs. See <http://www.yale.edu/ytravell/> for more informa-

tion.

- *Yale Travel Services Central Campus*
55 Whitney Avenue, 432-9962

- *Medical Center Travel*
789 Howard, Tompkins East, 688-6538

Trains

Union Station, at 50 Union Avenue, runs both Metro-North and Amtrak train service. You can park your car at the garage there for \$1/hour or \$11/day. For Metro-North shoreline commuters, a new station opened on State Street that is more convenient to downtown New Haven.

- *Metro-North*
(800) 638-7646; <http://www.mta.info/mnrl>

This convenient commuter rail service runs frequent trains between New Haven and New York City. It goes directly into Grand Central Station in the center of Manhattan and is the most economical choice.

- *Amtrak*
(800) 872-7245; <http://www.amtrak.com>

This is a national train service on the east coast and beyond, and is convenient for getting to Boston, Philadelphia, Washington, D.C. and other nearby cities.

Bus Services

There are two bus services that operate from Union Station in New Haven.

- *Peter Pan*
(800) 343-9999; <http://www.peterpanbus.com>

- *Greyhound Bus Lines*
(800) 231-2222; <http://www.greyhound.com>

Ferry Services

- *Bridgeport and Port Jefferson Steamboat Co.*, 888-44-FERRY (CT calls) or 335-2040; www.bpj-ferry.com

Departs from Water Street dock, Bridgeport. Vehicle and passenger ferry service from Bridgeport, CT to Port Jefferson, Long Island, NY. They have year-round service. Crossing time is approximately 1 hour and 20 minutes.

- *Cross Sound Ferry Services, Inc.*
(860) 443-5281; <http://www.longislandferry.com>
Departs from 2 Ferry Street, New London. Vehicle

and passenger ferry service from New London, CT to Orient Point, Long Island, NY. Year-round service. Crossing time is approximately 1 hour and 20 minutes.

- *Block Island Express*
(860) 444-4624; www.longislandferry.com/bif/home.htm

High-speed passenger service only from New London. Rent a bike when you get there.

- *Block Island Ferry*
(866) 783-7996; www.blockislandferry.com
Vehicle and passenger service from the coast of southern Rhode Island.

Renting a Car

Below is a partial list of car rental companies in New Haven. Look in the telephone yellow pages under Automobile Rentals for a more complete list.

- *Avis Rent-a-Car*
(800) 230-4898; <http://www.avis.com/>

- *Budget*, 323 George Street
(800) 527-0700; <http://www.budget.com/>

- *Hertz*, 1 George Street
(800) 654-3131; <http://www.hertz.com/>

- *National Car Rental*, 255 Crown Street
(888) 826-6890; <http://www.nationalcar.com/>

- *Enterprise*, 408 Crown Street
(800) 261-7331; www.enterprise.com

Approximate Travel Times by Car from New Haven

Hartford, CT - 45 miles, 45 minutes
New York City - 80 miles, 2 hours
Boston, MA - 130 miles, 2 1/2 hours
Providence, RI - 100 miles, 2 hours
Philadelphia, PA - 180 miles, 4 1/2 hours
Washington D.C. - 330 miles, 6 1/2 - 7 hours

Safety

Yale takes safety very seriously and provides the following services to the Yale community:

- Yale maintains its own police force that works in concert with the New Haven police department. You may contact them at the numbers below:

- On-campus emergency: 111

- Lost and found: 432-4405

- Victim Services: 432-4418

- Blue security phones with blue lights above them are located throughout the campus. In case of an emergency, simply press the emergency button on the phone; and police will be dispatched to your location.

- A night shuttle service is available for transportation within the campus and to/from your home. See "Yale Transit" on Page 8 for more details.

- Uniformed walking escorts are available by calling 432-WALK.

- The Office of Environmental Health and Safety (<http://www.yale.edu/oehs> 785-3550) provides monitoring and mandatory training sessions for those who work with chemicals, radioisotopes, infectious agents, and other potentially dangerous research materials.

Postal Service

Several U.S. postoffices in New Haven are listed below. For rates, a zip code finder, and domestic and international services, visit www.usps.com

- *Yale Station*

206 Elm at the corner of High Street, 773-3454. Open 8:00 a.m. to 6:00 p.m., Monday – Friday and 8:00 a.m. to 12:00 p.m., Saturdays.

- *Main New Haven Post Office*

50 Brewery Street, 782-7000, Open 8:00 a.m. - 6:00 p.m., Monday - Friday and 8:00 a.m. – 1:00 p.m. on Saturdays.

Shipping Services

- *Federal Express*

30 Whitney Avenue, (800) 463-3339; www.fedex.com

- *United Parcel Service (UPS)*

(800) 742-5877; www.ups.com

- *UPS Store*

24 Dixwell Avenue, 772-4445; www.theupsstore.com

Shopping

You should be able to find almost everything you need within walking distance of the Yale campus, but for those with a car, explore the many shopping opportunities in the suburbs surrounding New Haven. (For more information about dining, entertainment, and shopping in New Haven, pick up a copy of the "Greater New Haven Visitor's Guidebook" at the Visitor's Bureau, 59 Elm Street.

Books & Music

- *Atticus Bookstore Café*

See listing under "Dining and Drinking."

- *Barnes & Noble*

470 Universal Drive, North Haven, 234-1805 and 109 Boston Post Road, Orange, 799-1266; www.barnesandnoble.com

- *BookTrader Café*

See listing under "Dining and Drinking."

- *Cutler's Records and Tapes*

27 Broadway, 777-6271. All kinds of compact discs - including imported titles. A very large classical selection. Good prices.

- *Labrynth Books*

290 York Street, 787-2848.

- *News Haven*

1058 Chapel Street, 624-1121. Magazines and newspapers from around the world. A great place to browse.

- *The Yale Bookstore*

77 Broadway, 777-8440; www.yalebookstore.com. Provides most of the textbooks and packets for Yale College courses. Largest bookstore in Connecticut. The bookstore also sells apparel, household items, cosmetics, posters, and has a small cafe.

Clothing

Also see "Malls and Outlets."

- *Bob's Stores*

2300 Dixwell Avenue, Hamden, 281-5441. Low

priced casual clothing. Large selection of sneakers, sweats, and other casual clothing.

- *Bon-Ton Department Store*
2300 Dixwell Avenue, Hamden, 230-0913.
Reasonably priced fashions for men, women, and children. Look for coupons in the New Haven Register.

- *J Crew*
29 Broadway, New Haven, 624-7101. Pricey but high quality apparel, shoes, and accessories.

- *Kohl's Department Store*
2380 Dixwell Avenue, Hamden, 288-8159.
Reasonably priced fashions for men, women, and children.

- *Marshall's Department Store*
2100 Dixwell Avenue, Hamden, 281-7580. Low prices on all clothing. Selection changes frequently.

- *Old Navy*
2335 Dixwell Avenue, Hamden, 230-1991. Very casual clothing.

- *T J Maxx*
2335 Dixwell Avenue, Hamden, 288-8157. Low prices on all clothing. Selection changes frequently.

Grocery Stores

- *Shaws Supermarket*
150 Whalley Avenue, New Haven, 495-9608. A complete supermarket with a pharmacy, deli and bakery. Also located in the Hamden Plaza at 2100 Dixwell Avenue in Hamden.

- *Gourmet Heaven*
15 Broadway, 787-4533 and 44 Whitney Ave, 776-0400. NY style deli and grocer with salad bar, gourmet foods and fresh flowers. Phone cards in \$5, \$10 and \$20 denominations. Open 24 hours.

- *Hong Kong Grocery Store*
67 Whitney Avenue, 777-8886. American and Chinese/Asian grocery store with fresh fruits and vegetables, seafood, and inexpensive spices.

- *Nica's Market*
603 Orange St, 787-5919. Organic products & specialty items market.

- *Super Stop & Shop*
1245 Dixwell Avenue, Hamden, 281-7220 and 2335 Dixwell Avenue, Hamden, 248-9615. Full service supermarket with pharmacy, deli, bakery, and catering.

- *Wal-Mart*
2300 Dixwell Avenue, Hamden, 230-0285, also, 315 Foxon Blvd, New Haven, 467-7509. Low prices on food, clothing, household goods, and more.

Household Goods

Also see "Thrift Shopping" and Connecticut Post Mall under "Malls and Outlets."

- *Bed, Bath, and Beyond*
2045 Dixwell Avenue, 248-3329. Everything for the bedroom, bath, and kitchen.

- *Bon-Ton Department Store*
Small appliances, towels, sheets, etc. at reasonable prices. See "Clothing" for location.

- *Christmas Tree Shops*
200 Indian River Road, Orange, 795-0060. Lamps, furniture, and decorative pieces for the home at very reasonable prices. A fun place for those who enjoy browsing.

- *Family Dollar Store*
81-95 Whalley Avenue, 624-3154. An inexpensive resource for many household goods.

- *Home Depot*
111 Universal Drive, North Haven, 234-1300. Tools, lighting, hardware, paint, and other home repair/remodeling items. Also located at 440 Boston Post Road, Orange and 1873 Dixwell Avenue, Hamden.

- *Homegoods*
68 Frontage Road, East Haven, 468-1215. Bath items, window treatments, decorative items, furniture, cookware, dishes and more.

- *IKEA*
450 Sargent Drive, New Haven, 865-4532. Decorative pieces, houseware items, LOTS of furniture, and even a restaurant.

- *Kohl's Department Store*

Small appliances, towels, sheets, etc. at reasonable prices. See “Clothing” for location.

- *Lowe’s Home Improvement*

115 Foxon Blvd, East Haven, 468-3068. Tools, lighting, hardware, paint, and other home repair/remodeling items. Also located at 50 Boston Post Road, Orange.

- *Marshall’s Department Store*

Towels, sheets, and decorative items at reasonable prices. See “Clothing” for location.

- *Pier I Imports*

2335 Dixwell Avenue, Hamden, 281-1691. Pricey decorative pieces for the home.

- *Universal Hotel Liquidators*

1060 State Street, 776-7000. <http://www.furnishcheap.com>. Excellent prices on used furniture, but the quality may be poor.

- *Wal-Mart*

Very low prices on small appliances, electronics, kitchenware, etc. See “Grocery Stores” for location.

- *Target*

Universal Drive Shopping Area, North Haven, 859-3490. Stylish and affordable household items, clothing, stationary, pharmacy, bicycles, furniture (indoor and outdoor), and much more.

Malls and Outlets

- *Connecticut Post Mall*

Milford; www.westfield.com/connecticutpost. Filene’s, Sears, J.C. Penny’s, Hallmark Cards, Dress Barn, Foot Locker, Express, Kitchens etc., The Gap, Food Court, jewelry stores, and more. Take the J7 bus to Milford from the corner of Grove and College.

- *Clinton Crossing Outlet Center*

Madison; www.premiumoutlets.com. Over 70 stores for premium discount shopping. Polo Ralph Lauren, Nike, Calvin Klein, Tommy Hilfiger, Gap, Bose, Bombay Co., and Coach to name but a few. Categories include designer fashions & sportswear, shoes, children’s fashions & toys, gifts & specialty items, housewares & home furnishings. The Food Court has places to get an inexpensive fast food lunch. Call (860) 664-0700 for more information. By

car: 30 minutes north of New Haven on I-95, Exit 63.

- *Tanger Outlets*

Westbrook, (860) 399-8656; www.tangeroutlet.com. Factory outlet stores at discount prices. Old Navy, JCrew, Sun Glass Hut, Timberline, Nine West, and much more.

Thrift Shopping

You can find some excellent deals on household goods such as couches, beds, air conditioners, kitchen items, dishes and more. Tag sales, notice board postings, classified ads and the Internet are good sources for used items.

- *Tag Sales* – Also known as garage sales, yard sales or jumbles. Prices are often very reasonable, and it is appropriate to bargain for a better price. In order to locate a tag sale, look for signs on notice boards, street corners, telephone poles, bus stops, or just about anywhere. You may also check the classified ads under Tag Sales in the New Haven Register.

- *Thrift Shops* – You can purchase used clothes and furniture at a thrift shop. Salvation Army, 274 Crown Street (near York), 776-2448, is located near campus and is a good place to start. A larger Salvation Army can be found at 1359 Dixwell Avenue, 230-2323. You can also donate items when you are moving and you no longer need them.

- *Notice Board Postings* – Make sure you check the notice boards at Yale and in local shops if you are looking for used items. You can even find deals on used cars this way.

- *Classified Ads* – Good places to start looking are the Yale Daily News, the Yale Bulletin & Calendar, and the New Haven Register.

- *The Bargain News* – A weekly publication of used items including cars, musical instruments, furniture and more. Available at a newsstand or sometimes in supermarkets. <http://www.bargainnews.com>

- *The Internet* – Yale University has several websites where people can buy and sell used items. You may also be able search for sublets and roommates. Take a look at the following: <http://www.med.yale.edu/yaxis/>

Warehouse Price Clubs

Price clubs offer deep discounts on household goods, but you have to purchase items in large quantities. The cost of membership is about \$40 per year.

- *BJ's Wholesale Club*

555 Universal Drive, North Haven; www.bjs.com

- *Costco*

1718 Boston Post Road, Milford; www.costco.com

Miscellaneous

- *Baybrook Bicycles*

234 Captain Thomas Boulevard, West Haven, 933-4576; <http://baybrookbicycles.com>. Excellent full-service bike shop. Repairs on all makes of bicycles.

- *Staples*

84 Whalley Avenue, West Haven, 773-3353. Office supply store. Also located at 2335 Dixwell Avenue, Hamden.

Pharmacies

Pharmacies are also available in most major supermarkets.

- *CVS*

215 Whalley Avenue, New Haven, 401-4661.

- *Rite Aid*

60 Whalley Avenue, New Haven, 777-3080.

- *Walgreens*

88 York Street, New Haven, 752-9586. Right next to the Yale School of Medicine. Also located at 464 Whalley Avenue, New Haven and 1191 Dixwell Avenue, Hamden.

- *Yale Pharmacy*

17 Hillhouse Avenue, New Haven, 432-0033. Located on the first floor of the Yale University Health Services building and open to members of the Yale community. They also carry many over-the-counter medications at discounted prices.

Dining and Drinking

For a city of its size, New Haven has an amazing selection of great restaurants, bars, pubs, and cafés. There are too many establishments to mention all of them by name, but several highlights are described below. Places to eat on campus are also described.

At the Yale School of Medicine

- *Atrium Cafe*

20 York St. Opposite the cafeteria in the hospital atrium. Coffee, lunch, and snacks.

- *Cappuccino's & More*

307 Cedar St., 787-0500. Coffee and snacks.

- *Hospital Cafeteria*

20 York St. The main cafeteria at Yale-New Haven Hospital. Open for breakfast, lunch, and dinner. Show your Yale I.D. for a discount.

- *Marigold's*

367 Cedar St., in Harkness Hall. Mon. through Fri. 7:30 am - 7:30 pm. Breakfast, lunch, and dinner. The main dining facility for medical students.

Other On-Campus Dining

- *Blue Dog Café*

320 York St., 432-8273. Located in the McDougal Center. Offers snacks and beverages.

- *Divinity School Refectory*

409 Prospect St., 432-3407. Continental Breakfast, 7:45 am to 11:00 am; Lunch, 11:00 am - 2:00 pm.

- *Hall of Graduate Studies*

320 York St., 432-0448. Lunch: Mon-Sat 11:30am - 1:30pm; Dinner: Mon-Sat 5:15pm - 7:00pm.

- *Joseph Slifka Center for Jewish Life's Dining Hall*

80 Wall St., 432-1134. Operated under the direction of Young Israel at Yale, an Orthodox organization. Vegetarian and organic entrées offered daily. Open to the public for breakfast, lunch and dinner Monday-Saturday (reservations are needed for the Friday night Sabbath dinner). Closed during the summer months.

- *Kline Cafeteria*

Top floor of Kline Biology Tower, 432-3402. Breakfast: 8:30 am-11:00 am; Lunch: 11:00 am - 2:00 pm.

- *School of Management*

140 Prospect St., 432-3400. Open Mon. - Fri. Breakfast made-to-order: 8:00 am to 9:30 am;

Continental Breakfast: 9:30 am to 11:00 am; Lunch: 11:00 am - 2:00 pm; Beverages & Snacks: 2:00 pm - 2:30 pm.

American

- *Blue Pearl*

130 Court Street, 789-6370. This restaurant and lounge offers creative American dishes at affordable prices.

- *Cosi*

338 Elm Street, 495-9869. Offers signature flatbread, sandwiches, pizza, salads, soups, and bagels.

- *Hot Tomato's*

261 College St., 624-6331. American and eclectic world cuisine. Live jazz on Thursdays. On the expensive side.

- *The Pantry*

2 Mechanic St., 787-0392. Inexpensive breakfast and brunch. Delicious fluffy pancakes, and excellent American coffee. Expect a line, but well worth it!

- *Sweet Relief Café*

99 Audubon St., 787-9800. Specializes in wrap sandwiches. Many tasty choices, including vegetarian and seafood. Create your own salad and fruit smoothies, too!

- *Temple Grill*

152 Temple Street, 773-1111. American Bar and Grill with a full-service outdoor patio. Order the custom salads!

- *Yankee Doodle Coffee Shop*

258 Elm St., 865-1074. A Yale tradition. Open from 5 am to 3 pm every day for breakfast and lunch - some weekdays it's open later. Very inexpensive menu featuring cheeseburgers and hamburgers.

- *Zinc*

964 Chapel St., 624-0507. Expensive but a special experience. Modern American cuisine. Reservations recommended.

Cafés

- *Atticus Bookstore Café*

1082 Chapel St., 776-4040. Very popular for book-browsing. Wonderful breads, muffins, and pastries.

Hearty soups, delicious sandwiches and more.

- *BookTrader Café*

1140 Chapel St., 787-6147. A used bookshop with a café attached. Sit for hours with a cup of coffee or tea and browse a good selection of affordable books.

- *KOFFEE? and KOFFEE 2?*

104 Audubon St., 562-5454; 276 York St., 787-9929. Coffee, tea, pastries, and light snacks available. Open until midnight on the weekends and most weeknights. Live music on Saturday nights at the Audubon location.

- *Lulu European Coffee House*

49 Cottage St., 785-9218. For those living in the grad student ghetto, Lulu's is a great place to grab a coffee and enjoy the morning sunshine.

- *Willoughby's Coffee & Tea*

258 Church St. Some tables to linger but very popular for takeout. Long, but fast-moving lines in the morning. Bagels, breads, cookies and pastries too.

- *Yale Bookstore Café*

77 Broadway, 777-8440. Coffee, tea, pastries, and light lunches. Occasional events such as live music or poetry readings.

Chinese

- *East Buffet*

2100 Dixwell Avenue, Hamden, 288-8898. Go hungry to this amazing all-you-can-eat buffet. Chinese, Japanese, and American specialties. It's cheaper at lunchtime and gets *very* crowded in the evening. "J" bus to Hamden Plaza.

- *Royal Palace*

32 Orange St., 776-6663. Quite large, this restaurant has not one but two menus and offers Cantonese, Szechuen, and Hunan styles of cooking.

- *Ivy Noodle*

316 Elm St., 562-9933. Need something healthy? Go to the Ivy Noodle for delicious homemade Singapore and Cantonese-style noodle dishes and soups. Fresh carrot, apple, celery juices and more.

Ethiopian & Eritrean

- *Caffé Adulis*

228 College St., 777-5081. Gourmet Ethiopian and Eritrean cuisines. A fun place to go for a communal eating experience. If you want to share and eat in the traditional way, have your meal served 'Ethiopian style.' Try the Shrimp Barka for a special treat.

- *Lalibela*

176 Temple St., 789-1232. Authentic Ethiopian cuisine. Excellent, inexpensive lunch buffet. Lots of delicious vegetarian choices. Finish your meal with a strong Ethiopian coffee.

French

- *Le Petit Café*

225 Montowese Avenue, Branford, 483-9791.

Excellent food that is continually rated as a great value for fine dining.

- *Union League Café*

1032 Chapel St., 562-4299. Elegant atmosphere and excellent food prepared by a chef who trained in France, but pricey.

Greek

- *Town Pizza*

25 Whitney Avenue, 865-6065. This casual place is very busy during the lunch hour. Have a souvlaki sandwich with a side of Greek salad or try the spinach pie and Greek salad combination for a filling meatless lunch. American specialties and good pizza, too.

- *Yorkside Pizza Restaurant*

288 York St., 787-7471. American and Greek specialties. Popular student hangout. Good prices. Good food. Good pizza. Open lunch, dinner and late night. Mon. to Thurs. 11 am - 1 am and Fri. - Sat. 11 am - 2 am.

Ice Cream

- *Ashley's Ice Cream Café*

280 York Street, 776-7744.

- *Caffé Bottega*

908 Chapel Street, 624-6200. Has Gelato, an Italian version of ice cream

- *Chapel Sweet Shoppe*

1042 Chapel Street, 624-2411.

- *Clark's Dairy Luncheonette*

74 Whitney Avenue, 777-2728.

- *Cold Stone Creamery*

163 Temple Street, 785-1555.

- *Tasti D-Lite*

45 High Street, 503-0717.

Indian

- *Royal India Restaurant*

140 Howe St., 787-9493. Inexpensive, delicious food in a cozy atmosphere. The very inexpensive Friday through Sunday lunch buffet is quite popular with Yalies.

- *Zaroka*

148 York St., 776-8644. Delicious food. Try the popular chicken tikka masala or sample one of the delicious south Indian specialty dishes like sada dosa or dahi wada.

- *Tandoor*

1226 Chapel St., 776-6620. This place used to be a diner, and although it still looks like one, the food is authentic and quite good. They offer carry-out and free delivery.

- *Thali*

4 Orange Street, 777-1177. Upscale, sophisticated cuisine unlike anything you'll experience in a typical Indian restaurant. Pricey menu.

Irish

- *Anna Liffey's Irish Pub & Restaurant*

17 Whitney Avenue, 773-1776. Shepherd's pie, Irish breakfasts, fish and chips and more. Very popular underground pub scene, and a decent happy hour.

- *The Playwright*

144 Temple St., 752-0450. Lunch and dinner 7 days a week, daily happy hour, dancing Thursday-Sunday nights.

Italian

- *Scoozi Trattoria & Wine Bar*

1104 Chapel St., 776-8268. Nice for a special dinner and outdoor dining. On the expensive side, but the lunch prices are more reasonable. Reservations recommended.

- *Libby's Italian Pastry Shop*
139 Wooster St, 772-0380. Go for coffee, Italian pastries or an Italian ice after a pizza dinner on Wooster St. Very lively weekend evening scene.

- *Lucibello's Italian Pastry Shop*
935 Grand Avenue, 562-4083. Excellent Italian-style bakery.

Japanese

- *Akasaka*
1450 Whalley Avenue, 387-4898. Excellent food and great atmosphere.

- *Daiko*
400 Derby Avenue, 392-3626. A great sushi restaurant near the Yale Bowl.

- *Miso*
15 Orange St., 848-6472. Very fresh fish. Authentic nigiri sushi and good tempura. Well priced lunch specials.

Korean

- *Seoul Restaurant*
343 Crown St., 497-9634. Serves traditional Korean dishes and Korean barbecue. If you like raw fish, try the sashimi bibimbop. Has a sushi bar, too.

Latino/Carribbean

- *Ibiza*
39 High Street, 865-1933.
- *Pacifico*
220 College Street, 772-4002. Especially known for its fish dishes.

- *Saoco Cocina Latino & Mojito Bar*
456 Forest Road, West Haven, 389-0038.

Malaysian

- *Bentara Restaurant*
76 Orange St., 562-2511. An elegant atmosphere, but pricey. Beautifully prepared and presented Malaysian dishes. Go for a special occasion.

- *Gunung Tahan*
1451 Whalley Avenue, 389-1280. Said by one Malaysian student to be the best Malaysian restaurant

in New Haven.

Mexican

- *Guadalupe La Poblanita*
136 Chapel Street, 752-1017. This is where the Mexicans go to eat. No kidding. Very inexpensive and excellent. Try the chiles rellenos, chicken mole, roast pork, or cabrito. Closed Tuesdays.

- *The Whole Enchilada*
21 Whitney Avenue, 772-4454. Bigger-than-your-head Cal-Mex Style burritos, tacos, chili and more. Good for a quick lunch. Vegetarian and vegan offerings too.

Middle Eastern

- *King Falafel*
240 College St., 848-3076. Super-fresh falafel and assorted salads. Try the "Super Falafel." Open until 3 am Thurs. - Sat.

- *Mamoun's Falafel Restaurant*
85 Howe St., 562-8444. Low prices and good Lebanese food. Open until 3 am 365 days of the year.

- *Sahara*
170 Temple St., 773-3306. A delectable variety of vegetarian and meat Middle Eastern Syrian-style specialties as well as pizza by the slice or pie.

Pizza

- *BAR*
254 Crown St, 495-1111. It has been said that the pizza chef at BAR was originally trained at Sally's. They serve the same super-thin crust with traditional or more inventive toppings - like their "mashed potato pizza."

- *Modern Apizza*
874 State St., 776-5306. As good as Sally's and Pepe's, but with shorter lines! Closed Mondays.

- *Pepe's*
157 Wooster St., 865-5762. Go to their next door location for much shorter lines. This pizza rivals Sally's and is definitely worth the wait.

- *Sally's Pizza*
237 Wooster St., 624-5271. Traditionally considered New Haven's best pizza. Expect very, very long

lines for this thin-crust pizza experience. Closed Mondays.

Seafood

- *Captain's Galley*
19 Beach Street, West Haven, 932-1811.

- *Jimmy's of Savon Rock*
5 Rock Street, West Haven, 934-3212

- *Lenny's Indian Head Inn*
205 S. Montowese Avenue, Branford, 488-1500.
For an authentic New England seafood dinner, in a very casual, rustic place on the shoreline, don't miss Lenny's. A little expensive depending on what you order, but worth it.

- *Pacifico*
220 College Street, 772-4002.

Soul Food

- *Sandra's*
46 Whitney Avenue, 787-4123. The place to go for fried chicken, smothered pork chops, and macaroni and cheese.

Thai

- *Bangkok Gardens*
172 York Street, 789-8684. Good Thai food in a nice downtown location. Try the Pad Thai or crispy duck.

- *Kudeta*
27 Temple Street, 562-8844. Not really straight up Thai, this is Asian fusion cuisine at its very best. A bit expensive, but worth it.

- *Thai Pan Asian Restaurant*
1150 Chapel Street, 624-9689. Delicious Thai food in a really lovely space (ask if the back porch is open during nice weather!) Lunch buffet that shouldn't be missed.

- *Thai Taste*
1151 Chape Street, 776-9802. Another great place to experience Thai food in New Haven.

Turkish

- *Istanbul Café*
245 Crown St., 787-3881. Features Turkish specialties. You could have a whole meal ordering the deli-

cious appetizers.

Vegetarian

- *Claire's Corner Copia*
1000 Chapel St., 562-3888. Hearty vegetarian lunches. Inexpensive and casual with outside tables in the summer. Varied menu that includes pita sandwiches, pasta dishes, soups, delicious cakes, and fruit smoothies.

Vietnamese

- *Pot-au-Pho*
77 Whitney Avenue, 776-2248. Noodle dishes, soups, fresh rolls, lemon grass marinated chicken, grilled pork, tofu & veggies, and so much more.

Arts & Music

Dance Clubs

New Haven has numerous dance clubs, many of which change names and music styles so frequently that it's hard to describe them. Just go to Crown St. on a Thursday, Friday, or Saturday night to check out all the action. There is one club which doesn't change like the weather and which is definitely worth visiting:

- *Gryphon's Pub* (also known as the *GPSCY*)
204 York Street, 432-2638. The Graduate and Professional Student Center at Yale (GPSCY) owns and operates this dance club and bar. Weekly dances and other events are open to students and postdocs. Open Tues.-Thurs. 8 pm - 1 am and Fri.-Sat. 8 pm - 2 am.

Movies and Videos

- *Best Video*
1842 Whitney Avenue, Hamden, 287-9286; www.bestvideo.com. The most comprehensive collection of videos for rent in Connecticut. Impressive selection of foreign and hard-to-find titles. Can return films to a drop box located outside of the Yale Bookstore on Broadway or in front of Lulu's at 49 Cottage St.

- *Blockbuster Video*
956 Chapel St., 562-4601. New releases, mainstream video, and some foreign films.

- *Hollywood Video*
495 Orchard (across from Shaw's Supermarket on Whalley), 772-3331. All rentals are 5 days.

- *New Haven Public Library*

133 Elm Street. At the corner of Temple and Elm. You can checkout videos for one week at no charge. Bring proof of New Haven residency (a copy of your lease or a recent utility bill) and your I.D. to sign up for a library card.

- *Criterion Cinema*

86 Temple Street, 498-2500. Shows some first run feature films.

Additional theaters are located in North Haven, Branford, Milford, and Orange. See the New Haven Advocate or New Haven Register for locations and movie schedules.

Museums

- *Peabody Museum of Natural History*

170 Whitney Avenue, 432-5050, <http://www.peabody.yale.edu>. Features a permanent collection of dinosaur fossils. Interesting for kids and adults alike.

- *Yale British Art Museum*

1080 Chapel St., 432-2800, <http://www.yale.edu/ycba> Houses the most comprehensive collection of British art outside of Britain.

- *Yale University Art Gallery*

1111 Chapel St., 432-0600, <http://www.yale.edu/artgallery> With its impressive and diverse collection, the Art Gallery is the center for Yale's museum training and scholarly research in art history.

Music

- *International Festival of Arts & Ideas*

<http://www.artidea.org/>. Art, music, theater, and more. Performers from around the world.

- *New Haven Symphony Orchestra*

<http://www.newhavensymphony.com/>. The fourth oldest symphony orchestra in America, NHSO plays in Yale's Woolsey Hall and throughout CT. Visit the website for the schedule and pricing.

- *Yale Music*

www.yale.edu/music. Visit the website for info about the Yale Philharmonic Orchestra, Chamber Music Society, Faculty Artist Series, and Opera.

Theater

- *Long Wharf Theater*

222 Sargent Drive, 787-4282. <http://www.longwharf.org>. Quality regional theater. They offer last minute "rush" tickets on the day of the show. Call 787-4284 x233 for more information on the volunteer usher program.

- *Shubert Theater*

247 College St., 562-5666. <http://www.shubert.com>. Presents the best of Broadway, dance, opera, cabaret and family entertainment.

- *Yale Cabaret*

217 Park St., 432-8338. <http://www.yale.edu/cabaret>. Theater by Yale Drama School students in an intimate basement theater/restaurant setting. You never know what you are going to find, but even at its low points, it's always a fun evening out. Have a casual dinner, desserts, drinks, and see a show.

- *Yale Repertory Theater*

1120 Chapel St., 432-1234, www.yalerep.org. Yale students and faculty practice their craft at 'the Rep' in usually very unorthodox performances. Season passes available. 'Pay-what-you-will' on Mondays.

- *Elm Shakespeare Company*

<http://www.elmshakespeare.org/> Nighttime outdoor theater in Edgerton Park. Mid-August through Labor Day.

Sports and the Outdoors

- *East Rock Park*

East Rock Rd. between State St. and Whitney Avenue A 400 acre park for biking, hiking, jogging, and picnicking.

- *Edgerton Park*

Cliff St. off Whitney Avenue For walking and picnicking plus summer concerts and theater.

- *Farmington Canal Trail*

Seven mile long wooded trail for biking, jogging, and rollerblading. It starts at Skiff St. in Hamden and goes to Cornwall St. in Cheshire.

- *Hammonasset State Park & Beach*

919 acres of wetlands, trails, and beaches.

Offering swimming, boating, fishing, jogging, biking, and camping. 1 mile south off Exit 62 on 95 N in Madison. They charge for parking, so bring cash!

- *Ingalls Rink*

Corner of Prospect and Sachem Street, 432-0876. Open for recreational ice skating October through April. No rentals; you need your own skates.

- *Lighthouse Point Park*

2 Lighthouse Road (at the end of Townsend Avenue), 946-8019. Swimming, nature trails, picnic area, and antique carousel in pavilion. Free parking for New Haven residents. \$10 seasonal parking fee for all others. Get there by car (15 mins.), bicycle (30 mins.), or take the G2 bus from Chapel and College.

- *Ralph Walker Skating Pavilion*

1080 State St., 946-8007. Ice skating rink reachable by car or M bus. Skate rentals available. Open approximately mid-December through mid-March.

- *Sleeping Giant Park*

Whitney Avenue in Hamden. 33 miles of hiking trails going up Sleeping Giant Mountain. Wooded picnic area at the base of the mountain. Go north on Whitney Avenue 8 miles, or take the J3 or J4 bus from Church and Center in downtown New Haven to the Mt. Carmel stop.

- *Yale Corinthian Yacht Club*

Short Beach, Branford. <http://www.yale.edu/ycycl>. Offers seasonal memberships for recreational and competitive sailing.

- *Yale Cullman-Heyman Tennis Center*

73 Derby Avenue; <http://yalebulldogs.cstv.com/facilities/faccullman.html>. The center includes 5 clay courts and 4 indoor courts. Offers tennis clinics for adults and group lessons for children.

- *Yale Golf Course*

Conrad Drive, 392-2306; <http://yalegolfcourse.com>. An 18-hole championship course, putting greens and driving range. Considered one of the nation's finest.

- *Yale Outdoor Education Center*

East Lyme, CT, 432-2492. The center, about 45 miles from New Haven, very uncrowded and a real treat, consists of 200 acres of woodlands and a lake for

swimming, canoeing, and fishing. Cabins and campsite rentals are available.

- *Yale Payne Whitney Gym*

70 Tower Parkway, 432-1444. <http://www.yale.edu/athletic/Facility/Pwg/history.htm> Yale's extensive gym facility houses two pools, squash courts, racquetball courts, an indoor jogging track, a weight training complex, and exercise and dance classes.

- *Yale Polo and Equestrian Center*

70 Central Avenue, 432-1431. The center contains 62 stalls, an indoor arena, and outdoor riding facilities. Lessons for adults and children at all ability levels are offered.

- *Team Sports and Intramurals*

<http://yalebulldogs.cstv.com/intramurals/yale-intramurals.html>. Soccer, basketball, volleyball, softball, field hockey and more.

BENEFITS

Health Coverage and other Major Benefits

Policies regarding health coverage, vacations, leaves, and tuition assistance are described in Section 2 of the *Postdoctoral Policies* found in the Appendix. Additional benefits available to postdocs are described below. Questions about benefits should be directed to the Yale Benefits Office at 432-5550.

Yale University Health Services (YUHS)

17 Hillhouse Avenue, www.yale.edu/uhs, 432-0246, toll-free (U.S. & Canada), (877) 947-2273

Sometime described as a 'mini-hospital', located on campus at the University Health Services Center, 17 Hillhouse Avenue. Those who are insured on the Yale Health Plan can go there for routine doctor visits, medical tests, and 24 hour Urgent Care. A pharmacy, 23-bed inpatient care facility, and many specialty clinics such as Allergy, Dermatology, Orthopedics, Travel Clinic, etc. YUHS's services can be found in the Yale Health Plan Student Handbook or Member Handbook, available through the YHP Member Services Department, 432-0246 or online.

Gym and Library Privileges

All postdoctoral appointees and their spouses are eligible to use Payne Whitney Gym and other athletic facilities for a fee. Call the Payne Whitney Membership office at 432-2474 for more information about membership fees.

Library access, as well as access to online journals from the Yale network.

Student Loan Deferral

Some student loans from U.S. lending institutions are eligible for payment deferral during your postdoctoral training. Postdoctoral fellows and associates should bring loan deferment forms to your departmental business offices for signature approval. At the present time, some departments may not yet have a designated representative to approve your deferral. Contact the Postdoctoral Affairs office nearest you if this is the case.

Additional Benefits for Postdoctoral Associates

Postdoctoral associates are also eligible to participate in the Flexible Benefits plan, the Yale retirement plan (if over 35 or if appointed as an associate for 2 years or more), the Employee Assistance Program, and the Yale Homebuyer's plan. The Homebuyer's plan provides financial assistance to those who purchase a home in specially designated neighborhoods in New Haven. Contact Bill Carney, manager of the program, at 432-5535 for more information. Visit <http://www.yale.edu/hronline/benefits/> for information on any of the above benefits programs.

RESOURCES

Postdoc Career Development Lecture Series

This monthly event features workshops and panel discussions on topics relevant to postdoctoral career and professional development. Past topics included The Academic Job Search, Writing your First Grant, and Postdocs and Teaching. The series usually runs in late afternoon and is accompanied by light refreshments. Details about each month's event are sent by email to all postdocs.

Email Lists

The easiest way to remain informed of news and events of interest to postdocs is by subscribing to email listserves.

International postdocs should sign up for the OISS listserv to get frequent updates on immigration matters and other international issues. Subscribe by going to <http://www.oiss.yale.edu/about/oiss-l.htm>.

There are two postdoctoral office listserves, one for the Central Campus and one for the School of Medicine. If you have a *yale.edu* email account, you will automatically be added to the appropriate listserv. If you do not have a *yale.edu* account, send your name and email address to the postdoctoral office nearest you.

Postdocs should also be aware of the national Postdoc Network, which has its own listserv. Go to <http://nextwAvenuesciencemag.org/pdn/> for more information.

Tax Resources

All international postdoctoral appointees are strongly encouraged to visit the International Tax Office (<http://www.yale.edu/tax/int/>) for all matters related to taxation of income. In addition, OISS has several important tax links as well as non-resident tax return software on its website (<http://www.oiss.yale.edu/tax/tax.htm>). Please review the OISS online information carefully.

Yale withholds taxes from the salaries of postdoctoral associates and will issue a W2 form at the end of each calendar year. Associates are required to file annual federal and CT state tax returns to report their income and tax payments.

Yale is not required to withhold taxes from fellowships, but it *does* report this income to the IRS! Postdoctoral fellows who receive paychecks from which no taxes have been withheld are still required by law to pay taxes on their income. In most cases, fellows should file quarterly estimated taxes via IRS Form 104ES.

For further assistance, fellows and associates can contact the Yale Tax Department at 432-5530, or visit them online at <http://www.yale.edu/tax/>.

Career Services

<http://www.yale.edu/graduateschool/careers/index>.

html

Part of the McDougal Center, Graduate Career Services (GCS) is a comprehensive career center for students and alumni/ae of Yale's Graduate School of Arts and Sciences. Note that GCS seminars and workshops are available to postdocs, too! The director and associate director of Postdoctoral Affairs are also available by appointment for individual review of CVs, cover letters, and research statements for job applications.

Additional online career resources for postdocs in the sciences include the following:

- Science Nextwave

<http://nextwAvenuesciencemag.org/>

- Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty

<http://www.hhmi.org/grants/office/scimgmt.html>

- The National Postdoc Association

<http://www.nationalpostdoc.org/>

The Office for Postdoctoral Affairs has paid for free Affiliate Membership for all Yale postdocs in the National Postdoctoral Association. The site provides career development tools useful to postdocs in all disciplines. To sign up as an affiliate member, please go to the link below and choose "Affiliate membership". You MUST have a valid Yale e-mail address to sign up. http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.1500719/k.974D/Join_the_NPA.htm

htm

- Postdoc Jobs

<http://www.postdocjobs.com/jobseekers/>

- Bionet Jobs

<http://www.bio.net/hypermail/biojobs/>

Graduate Teaching Center

www.yale.edu/teach

Do you want to enhance your teaching skills or perhaps find a way to teach while you are at Yale? The mission of the Graduate Teaching Center (GTC) is to enhance teaching and learning across the campus by providing programs, workshops, and consultations to graduate teaching fellows, postdoctoral scholars, and anyone at Yale who wishes to cultivate excellent teaching. We provide support for first-time and advanced teachers and those preparing for the aca-

ademic job market. GTC programs provide training in fundamental teaching skills and advanced pedagogy, as well as sessions to help you design your own syllabus or teach an interview class. Many GTC workshops are offered on science hill or at the medical school. You may also choose to receive announcements and schedules of GTC programs through our email list. Contact Associate Director Jennifer Frederick to learn more about teaching-related activities for postdocs at Yale and how you can get involved (jennifer.frederick@yale.edu; 432-1198). The professional staff of the GTC is available by appointment for individual review of teaching statements for job applications.

Writing Grants

www.yale.edu/grants

Grant and Contract Administration and the Office of Scientific Affairs function together to support the research and training programs of the Yale School of Medicine and Central Campus. G&C Administration provides all of the essential services below for researchers in many different fields:

- reviews all outgoing grant applications for compliance with the policies of the granting agency and Yale, and signs on behalf of the institution. All fellowship applications (including postdoctoral fellowship applications) must be reviewed and signed by the office.
- has a funding resource center which maintains searchable databases listing funding opportunities. These include funding for postdoctoral fellowships and postdoc-faculty transition grants, as well as standard research grants for faculty. The office also offers programs to train investigators in the use of these resources and can also help with searches.
- has a website which contains links to funding agencies, information on internal grant competitions, information on grant preparation and review, links to Yale policies, and links to resources for seeking funding.
- offers frequent workshops on grant writing, CV preparation, etc, working with the Office of Scientific Affairs and the Office for Academic Development. At least one of these each year is aimed at preparation of postdoctoral fellowship applications and sources of funding for postdocs.
- answers questions concerning the preparation

of grant and fellowship applications and helps new investigators during this process. You can also make an appointment to discuss grants for which you are eligible.

- handles contracts, material transfer agreements, and other contractual agreements.

An additional resource for postdocs who are looking for grant opportunities is the GrantsNet website at <http://www.grantsnet.net/>.

The Yale Biotechnology & Pharmaceutical Society Group

<http://www.yale.edu/ybps>

The Biotechnology & Pharmaceutical Society brings together graduate students and postdocs in the biomedical sciences, business, medicine, public health, and law for educational and career-related opportunities in the biotechnology and pharmaceutical industries. The group has over 750 members, including approximately 500 graduate students and post-doctoral fellows from the full breadth of professional schools and departments that comprise Yale's life science community.

The YBPS organizes several types of projects: 1) pro-bono consulting with local biotechnology companies; 2) investment analysis; 3) life sciences career fair; 4) seminar series on the private research sector. Topics of seminars and "biotech chats" range from patent law, drug regulation, venture capital, technological advances and consulting to concerns of entrepreneurs. The YBPS interacts with companies of all sizes, from five person start-ups to large pharmaceutical companies.

The YBPS offers postdocs valuable experience, whether you plan a career in academia (how will you patent or develop a new technology?), as a researcher in industry (where can you make the best contributions to medical advances? what type of company fits your personality? how can you meet people who will hire you?), or in another role within industry (e.g., patent law, regulation, marketing, business development).

For more information, and to sign up for weekly email announcements, visit the YBPS website.

Sterling Memorial Library

Sterling Memorial Library at 120 High Street houses approximately 4 million volumes and is the largest of Yale's 22 libraries (<http://www.library.yale.edu/libraries/>). Sterling is made up of fifteen stack levels and eight floors of reading rooms, offices, and work areas. The collections, devoted primarily to the humanities and social sciences, are housed mainly in the bookstacks, which are open to those with a valid Yale picture identification card or a special visitor's access pass. Sterling's main public services and reading rooms are on the first and basement floors. Also on the basement level are a lounge and the entrance to the tunnel that connects Sterling to the Bass Library.

Harvey Cushing/John Hay Whitney Medical Library

www.med.yale.edu/library

Located in the Sterling Hall of Medicine, the Medical Library is a comprehensive resource for research, patient care, and education materials. The library's Web site serves as a gateway to a virtual collection of more than 6,879 electronic journals and 3,327 electronic books as well as databases, clinical and basic science reference tools in support of researchers in medicine, health care, and the biosciences. The physical collection includes over 459,000 volumes and approximately 1,300 current print journal subscriptions.

All libraries and their collections are directly accessible with a Yale University I.D. card. It is also possible to use the Eli Express service (www.med.yale.edu/library/books/request.html) to request the delivery of books between libraries. Books and journals not available within the Yale library system may be obtained through the Document Delivery office (www.med.yale.edu/library/docdelivery/).

Medical librarians provide reference assistance and in-depth consultation, conduct tours, and teach classes. The Library Liaison Program (www.med.yale.edu/library/liaisons/welcome.php) assigns a librarian to each department, providing a convenient contact for any questions on library resources or services including searching the literature, use of databases and electronic resources, and remote access to the library. Classes are offered on a variety of topics including database searching and using RefWorks or EndNote to manage references for your research. A schedule

of classes (www.med.yale.edu/library/reference/training/) is available online.

The Medical Library is a dynamic and busy place with computing clusters in the Information Room and the Computer Resource Laboratory (CRL). The Macintosh and Windows workstations provide access to electronic resources, e-mail, word processing, the Internet, and printing. The Computer Resource Laboratory (CRL) is located on the basement level of the Medical Library. Access is provided twenty-four hours a day with a Yale I.D. Users need an activated NetID (see Page 3 of this guide) to log onto productivity computers in the Library. The CRL's Digital Imaging Center includes scanners and desktop publishing software; the CRL computers also provide several statistical software packages.

Core Research Facilities

Animal Resource Center

<http://info.med.yale.edu/yarc/index.htm>

The Yale Animal Resource Center (YARC) is a full-service animal care facility that provides expertise in breeding, veterinary services, transgenics, and gene targeting. YARC is centered at the School of Medicine but provides services at locations throughout the university.

Becton Cleanroom at the Center for Microelectric materials and Structures (μ ELM)

<http://www.eng.yale.edu/uelm/cleanroom.html>

Center for Cell Imaging

<http://info.med.yale.edu/celling/>

Found in the Sterling Hall of Medicine Rm E-25, CCI provides confocal microscopy, multiphoton microscopy, and computer workstations for image analysis.

Center for Structural Biology

<http://www.csb.yale.edu/>

Located on the third floor of the J.W. Gibbs Building on Science Hill, CSB houses X-ray equipment and computational resources for macromolecular structure determination. Also available are numerous databases and software applications for the analysis of bioinformatics and structural data.

Chemistry Glass Blowing Shop

<http://www.chem.yale.edu/facilities/glassshop.html>

This fully equipped glass shop is located in Sterling Chemistry Lab, 225 Prospect St., Room 014.

Chemistry Instrumentation Center

<http://cic.chem.yale.edu/>

The Yale Chemical Instrumentation Center is a collection of instruments for molecular structure determination supervised by a professional staff. They are located in Sterling Chemistry Laboratory and in the Chemical Research Building. They are open to all researchers in the Yale community. However, a student or postdoc who wishes to operate instruments in the Center must first obtain approval from his or her research supervisor.

Coli Genetic Stock Center

<http://cgsc.biology.yale.edu/>

This collection includes only non-pathogenic strains of Escherichia coli: predominantly K-12 derivatives, but a few B strains. It includes cultures of wild-type contributed from a number of laboratories and a few thousand derivatives carrying one or up to 29 mutations from among 3500 mutations in (or included in deletions spanning) more than 1300 different loci. Please see the website for more information. The Center is located at 266 Whitney Ave, Kline Biology Tower (KBT), room 830 in the Department of Molecular, Cellular, and Developmental Biology.

DNA Analysis Facility on Science Hill

http://research.yale.edu/dna_analysis/

The DNA Analysis Facility was founded in 2003 to serve the diverse needs of molecular biologists. The Facility is equipped with an Applied Biosystems 3730, 48-Capillary, Genetic Analyzer. They run a variety of applications including: DNA Sequencing, Fragment Analysis of microsatellites and AFLP's and Applied Biosystems SNPlex genotyping system. The Facility is located at 21 Sachem Street, Environmental Sciences Center (ESC) Room 150.

HHMI-Biopolymer - Keck Foundation Biotechnology Resource Laboratory

<http://info.med.yale.edu/wmkeck/>

The Keck Facility, located in the Boyer Center for Molecular Medicine at the School of Medicine, offers all of the following services to the bioscience community:

- Biostatistics
- DNA microarrays

- DNA sequencing
- Oligonucleotide synthesis
- SNP genotyping
- Protein sequencing
- Protein identification
- Peptide synthesis
- Amino acid analysis
- Mass spectrometry

NMR Facilities

http://www.mbb.yale.edu/rf/rf_02.htm

High-field NMR spectrometers are located in the Bass Center on Science Hill and may be used for both liquid and solid-state applications. NMR spectrometers for *in vivo* metabolic studies are available at the School of Medicine (<http://info.med.yale.edu/mrcf/>).

Yale Center for Genomics and Proteomics

<http://cgp.yale.edu/>

The Yale University Center for Genomics and Proteomics is a focal point for the research and teaching of genomics, proteomics, ribonomics and bioinformatics, including the areas of chemical genomics, comparative genomics, structural genomics, technology development and bioengineering. The Center has several locations on campus. Please consult the website for more information.

Yale Institute for Biospheric Studies (YIBS): Earth Systems Center for Stable Isotopic Studies

<http://earth.geology.yale.edu/escsis/>

The YIBS Earth System Center for Stable Isotope Studies was established with the completion of the stable isotope facility in the Environmental Sciences Center (ESC) at 21 Sachem St. The Center is devoted to the study of the environment using the latest technology and ideas in light stable isotope research, and serves as a meeting point for both Yale and external scientists to exchange ideas and develop new approaches to the study of the environment.

Environmental Health and Safety

<http://www.yale.edu/oehs>

The Office of Environmental Health & Safety (OEHS) has responsibility for promoting a safe and healthy campus environment. The office provides safety information and training, performs regular safety surveys and exposure monitoring, develops guidelines and recommendations for improvement,

responds to safety concerns, manages special waste materials, and coordinates activities from the various on-campus safety committees.

Postdocs who work with hazardous chemicals, radioactivity, animals, infectious agents, and other biohazards must take OEHS safety training courses. Visit their website for training schedules, or contact them directly:

135 College St., 1st Floor, 785-3550

oehs@yale.edu

Please note that everyone at the School of Medicine and all others who work with human subjects are also required to comply with the Health Insurance Portability and Accountability Act (HIPAA). Please see <http://hipaa.yale.edu/> for more details.

Responsible Conduct of Research

Postdoctoral appointees who are paid from NIH training grants are required to receive training in the responsible conduct of research (RCR). Many departments and programs require that all of their postdoctoral scholars receive this training and offer their own curriculum for teaching the responsible conduct of research. These sessions are often attended by both postdocs and graduate students. In some instances, postdocs from other departments and programs are allowed to participate.

The Office for Postdoctoral Affairs sponsors an annual 6-8 week RCR course that is exclusively for postdocs. Contact the Office for more details.

LEAVING YALE

Responsibilities Upon Leaving Yale

Upon leaving Yale University, postdoctoral appointees are required to return keys to buildings, offices, labs, and other facilities to the home department. Postdocs will also need to hand in all original data from research conducted while at Yale. Finally, university IDs should be given to the home department. Note that in some instances, University Security may activate an ID within 24 hours of the end of an appointment, rendering the ID inoperable when used to access parking lots and locked buildings.

Training Certificates

Postdoctoral Affairs offers certificates to postdocs to recognize the completion of their training. These certificates will display the appointee's name, departmental affiliation, and dates of training and also contain the embossed seal of Postdoctoral Affairs. To request a certificate before you leave Yale, please have your departmental business office contact either Abby (Medical School) or Alisa (Central Campus). We can usually generate a certificate in two to three business days.

Medical School: Certificates are not available to postdocs who completed their training prior to November 1, 2004.

Central Campus: Certificates are not available to postdocs who completed their training prior to January 1, 2008.

APPENDIX

Policies for Postdoctoral Appointments

As released by the Office of the Provost, July 1, 2008.

Postdoctoral appointments afford recent Ph.D. (and equivalent advanced degree) recipients a period in which to extend their education and professional training. The opportunity to carry out postdoctoral studies in a research environment such as provided at Yale University can significantly broaden an individual's expertise, provide a period of more independent scholarship, and help define future career paths. The breadth of the academic community, together with the physical resources in the libraries and laboratories, make Yale University a particularly rich environment for postdoctoral training. In addition to deriving individual benefits, postdoctoral appointees make important contributions to the research mission of Yale University.

Postdoctoral appointees may be appointed by or affiliated with a department or other academic unit authorized to make non-ladder academic appointments, such as the MacMillan Center and the Institution for Social and Policy Studies. There are two categories of appointees: Postdoctoral Fellows and Postdoctoral Associates. The difference arises from the requirements of the funding source. Appointees funded from Yale-administered research grants, contracts, or other University sources in order to provide services related to the supported research

are classified as Postdoctoral Associates; they are employees of the University even though they are considered trainees. Postdoctoral Fellows are also trainees, but they are not Yale employees. They may be funded either from training grants to the University or from funding awarded to the trainee from an outside source.

1. Terms of Appointment

1.1 Eligibility: To be eligible for a postdoctoral appointment, an individual must hold a Ph.D., M.D., J.D., D.V.M., D.N.Sc., or equivalent degree from a recognized institution of higher learning. When a candidate has completed all of the requirements for a degree, but the degree has not yet been formally conferred, the candidate may present evidence of completion of the degree, together with a statement of the date on which the degree is to be conferred. If the degree is not conferred by the projected date, the postdoctoral appointment shall be terminated. Postdoctoral appointees must be affiliated with a primary academic department or equivalent academic unit.

The candidate must also provide an up-to-date curriculum vitae and list of publications, and must arrange for at least two letters of recommendation to be sent to the prospective faculty supervisor at Yale.

1.2 Appointment letter: Each new postdoctoral appointment is to be made in writing by a letter from the supervising faculty member. The letter must have the approval of the departmental chair or the appropriate dean in the case of professional schools, though the precise mechanism for obtaining this approval is left to the discretion of the department or school. Final administrative approval must also be obtained from the Office for Postdoctoral Affairs (see below). The appointment letter must include the following details:

- (i) the term, title, and schedule (full time or fractional) of the appointment;
- (ii) the level of support;
- (iii) the source of support;
- (iv) benefits provided;
- (v) a statement of the expected obligations of the appointee during the training period (this statement may refer to a general area of study and need not define a particular project);
- (vi) a statement of teaching responsibilities, if any, associated with the appointment (note that any

appointee who will be teaching must also be appointed as a lecturer or equivalent academic rank); and

(vii) a copy of these Policies for Postdoctoral Appointments.

Additional information, e.g., the possibility and conditions for renewal, may also be included. The postdoctoral appointee must acknowledge the terms of the appointment, either by signing the letter of appointment or by submitting a separate letter of acceptance.

1.3 Stipend level: The University shall establish each year a minimum annual compensation for postdoctoral appointments. Ordinarily postdoctoral appointments are for full-time employment. If a fractional appointment is requested by the appointee, this must be clearly stated, with the understanding that the appointee may perform and be compensated for additional University services or outside employment, up to but not exceeding full time. Moreover, evidence must be provided that such a fractional appointment is consistent with the rules of the funding source and with the visa requirements of appointees who are not U.S. citizens or permanent residents.

1.4 Maximum term: Individuals generally hold postdoctoral appointments at Yale University for no longer than four years, although extensions may be granted in exceptional cases. The total term of postdoctoral appointments may not exceed six years including previous postdoctoral experience at other institutions.

1.5 Notice of resignation: If a postdoctoral appointee resigns prior to the end of the appointment, he or she will provide at least one month's notice. Postdoctoral appointees must leave all research materials with the faculty supervisor to ensure continuation of the project and compliance with relevant University and sponsor policies. However, access to these data and materials will be provided to the appointee.

1.6 Notice of termination: If a postdoctoral appointment is terminated by the faculty mentor prior to the end of the appointment, the appointee must be notified in writing at least three months in advance. The exception is for appointees who are terminated because of poor performance. In such instances, the Office for Postdoctoral Affairs should be consulted.

2. Benefits

2.1 Health and dental coverage: As employees of the University, postdoctoral associates are entitled to fully or partially subsidized membership in one of the available health plans offered by Yale, for themselves, their families, and civil union partners, subject to specific plan provisions. Postdoctoral fellows are eligible to enroll in the same health plans, and this membership may be subsidized in whole or in part, to the extent that funds for this purpose are included in the fellowship or are supplemented by the faculty mentor or the department. Postdoctoral appointees are also eligible to enroll in dental coverage made available by the University on the terms offered to M&P employees and members of the faculty. All postdoctoral appointees must have evidence of health insurance coverage during their appointment.

2.2 Teacher preparation: A postdoctoral appointee may participate in teacher preparation activities sponsored by the school with which the appointee is affiliated and, when appropriate, the Graduate School of Arts and Sciences.

2.3 Vacations and holidays: Postdoctoral appointees are entitled to stated University holidays. In the event that an appointee's funding source specifies vacation and/or holiday provisions, the terms of the funding source shall apply.

2.4 Leaves: Postdoctoral appointees may be granted up to six weeks of paid maternity leave. In addition, unpaid leave may be granted for up to sixteen calendar weeks in year one and up to twelve weeks in year two of any two-year period in the following circumstances: serious illness of the appointee; birth or adoption of a child; care of a seriously ill child, spouse, or parent. Requests for these and exceptional leave arrangements should be forwarded by the postdoctoral appointee's department to the Office for Postdoctoral Affairs. In the event that an appointee's funding source specifies leave provisions that differ from those stated above, the terms of the funding source shall apply, and where necessary, the leave request shall also be sent to the funding agency.

2.5 Career services: A postdoctoral appointee may participate in career development workshops and other activities (except interview events designed solely for degree students) sponsored by the

school with which the appointee is affiliated and, when appropriate, the Graduate School of Arts and Sciences.

2.6 Auditing University courses: Postdoctoral appointees and their spouses or civil union partners are eligible to audit (not for credit and not recorded on a transcript) University courses in the Graduate School and Yale College during the academic year. Classes audited by postdoctoral appointees should be consistent with the appointees' training objectives, and appointees should discuss their plans with their mentors to ensure that the coursework does not interfere with research activities. Postdoctoral appointees must have the permission of the instructor to audit classes. In the case of spouses or civil union partners wishing to audit undergraduate courses, approval of the Director of Special Students is required in addition to permission of the individual instructor. For Graduate School courses, approval of the appropriate associate dean of the Graduate School is required. Each professional school sets its own policies concerning the auditing of courses. Information about these policies can be obtained from the dean's office of each school.

2.7 Tuition benefits: Postdoctoral appointees (whose appointment is at least half-time) may only receive tuition benefits if the classes taken are consistent with their educational training. Postdoctoral appointees and their spouses or civil union partners may receive a tuition reduction when they enroll, through the regular admissions procedures, in courses offered through the Yale College non-degree Special Students Program, the Yale Summer Session, or the Graduate School's Division of Special Registration and master's degree programs. For information regarding tuition benefits in the professional schools, consult the dean's office of those schools.

2.8 Facilities: An appointee has access to the University's facilities on terms usual to faculty and staff and is eligible for parking privileges with a limited allocation priority.

3. Expectations for Training

3.1 Mentor responsibilities: The supervising faculty member is expected to be a mentor to the postdoctoral appointee, providing training and supervi-

sion. As part of the annual reappointment process the mentor is expected to write an evaluation or progress report of the postdoctoral appointee's activities in a manner that is clear and timely. These reports should be provided to the appointee and forwarded to the Office for Postdoctoral Affairs. Mentors have the responsibility to provide an appropriate educational experience that helps to advance the career of the postdoctoral appointee.

3.2 Appointee responsibilities: The postdoctoral appointee is expected to:

- (i) fulfill specific research and training objectives;
- (ii) conform with ethical research standards of the University;
- (iii) comply with all relevant federal, state and municipal regulations and guidelines that relate to human subjects research, the care and use of laboratory animals, and the use of hazardous materials;
- (iv) comply with all relevant University policies; and
- (v) record and document research results appropriately.

If the appointee will be engaged in other specific activities, such as teaching, these expectations should be stated in the letter of appointment or in a subsequent written communication.

3.3 Outside employment: A postdoctoral appointee who holds a full-time appointment should consult the Office for Postdoctoral Affairs prior to engaging in additional employment activities such as consulting. These activities must comply with all relevant University policies including those on conflict of interest, conflict of commitment, and intellectual property. In addition, such employment should be discussed with the faculty mentor, must not interfere with the primary research and training obligations, and must comply with the rules of the funding source.

3.4 Teaching at Yale or at other institutions: Some postdoctoral appointments include a role in teaching. For those that do not include such a role, when allowed by the funding source and with the approval of the faculty mentor, some postdoctoral appointees may teach at Yale and in certain circumstances may receive compensation in addition to the stipend. Consult the Office for Postdoctoral Affairs for further information.

4. Administrative Support

4.1 Departmental role: Each department or school that makes postdoctoral appointments shall designate a faculty member to oversee the appointment procedures and to serve as a resource to faculty on postdoctoral policies. The faculty member is expected to provide guidance and support to the postdoctoral appointees in the department and to serve as a link to the University-wide Office for Postdoctoral Affairs. Administrative support shall be provided by the department or school.

4.2 Postdoctoral Affairs: The Office for Postdoctoral Affairs has two administrative locations that serve the community. An office in the School of Medicine will serve departments in that school. Another office, located on Central Campus, will serve FAS departments and the other professional schools. These offices supplement the role of the departments and schools in implementing policies and procedures related to the appointment, roles, requirements, and responsibilities of all postdoctoral appointees in the respective FAS departments and professional schools. Areas in which the offices provide assistance and oversight of compliance with University policies include:

- Initial appointment and reappointment
 - Authorization (levels and sources of support)
 - Approval and processing
 - Stipend and data change monitoring
 - Visas (coordination with Office of International Students and Scholars)
- Policy administration
 - Leaves, benefits, termination, grievance, resignation
 - Research compliance (coordination with other University offices)
- Support functions
 - Orientation
 - Communication with the postdoctoral community
 - Career services and professional development.

5. Grievance Procedure

A Grievance Procedure for Postdoctoral Appointees is available for individuals who believe that they have been treated in a manner inconsistent with University policies, or that they have been discriminated against or have been inappropriately

disciplined for misconduct. Complaints of academic fraud/scientific misconduct must be brought under the “Policies and Procedures for Dealing with Allegations of Academic Fraud at Yale University”. Complaints of sexual harassment must be brought under either the School of Medicine's or the Graduate School's sexual harassment complaint procedures.

The full grievance process consists of the following steps:

5.1 Informal resolution at the departmental level through the faculty member described in 4.1, the chair of the department, and/or the dean of the school.

5.2 Informal resolution by a designated postdoctoral advocate attached the Office for Postdoctoral Affairs.

5.3 Formal grievance to a Postdoctoral Grievance Committee appointed by the Provost or by his or her delegate.

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Coming Soon!