

# McKinley Group Professional Guidelines (rev 2, 2023)

This document lays out roles, responsibilities and expectations for the McKinley Ocean Carbon Research Group at Columbia University and Lamont-Doherty Earth Observatory. If you have any questions or concerns, at any point in time, please reach out to Professor McKinley to discuss.

## Core Principles

1. **Understand responsibilities:** Know your job, be cognizant of the jobs of others
2. **Professionalism:** Science is our full-time job. Conduct yourself professionally and in a manner that allows you to be focused during work hours.
3. **Communicate and Meet Effectively:** Participate in group events, be present on the Group's in-person days, and be available via communication channels.
4. **Take care of yourself:** Your physical and mental health are essential.
5. **Respect others:** Abide by the code of conduct.

## 1. Responsibilities

### PI Responsibilities

Professor McKinley has a range of responsibilities in Research, Teaching and Service.

1. **Define the Research Directions:** Identifying the important problems is one of the hardest and most crucial aspects of scientific research.
2. **Obtain Funding:** Scientific research is expensive! A single Ph.D. student or postdocs costs more than \$100K per year. The PI must obtain grant funding to support our work, without which no research could happen.
3. **Maintain Research Infrastructure:** The group requires computing resources. It is the PIs responsibility to provide this.
4. **Provide Scientific Mentoring:** It is the PI's responsibility to help the junior members in the group develop into mature, independent scientists, capable of defining and executing their own research programs.
5. **Set Goals and Timelines:** The PI will help to define specific milestones and timelines for their completion.
6. **Provide Feedback:** The PI is expected to provide feedback on all aspects of research, as well as educational directions (courses, etc.).
7. **Oversee the Publication Process:** If research never finds its way into a published product, then what you've learned is lost, i.e. publishing is essential. Helping you to navigate the peer-review process is an important role of the PI.
8. **Support Research Costs:** Conference travel, computer supplies, books, etc. should be paid for with grant support, or other appropriate University sources. These expenses should be discussed in advance with the PI.
9. **Service and Management:** The PI has lots of responsibilities to the department, including attending Department, and University meetings, participating in committees, and serving

on graduate student committees. Professor McKinley is also contributing to management of the LEAP STC as its Deputy Director.

10. **Professional Community Service:** The PI is expected to participate in professional service, including variety of committees, panels and advisory organizations, and to review papers and proposals on an ongoing basis.
11. **Teaching:** The PI is responsible for teaching and managing one course per semester.
12. **Do Her Own Research**

## Researcher Responsibilities

Researchers in the McKinley Group support Professor McKinley in research and in seeking funding.

1. **Produce Research:** You will do much of the essential data crunching that leads to the papers that we write.
2. **Write Papers:** You are expected to take the lead on formulating and writing papers.
3. **Attend Conferences:** You should identify conferences of interest and submit your work to them. Discuss funding needs with Professor McKinley in advance.
4. **Make your Research Reusable:** Research is more than papers. Share the outputs of your research (data and software) in a way that makes them reusable by the rest of the current and future group, and the broader community of scientists is also encouraged.
5. **Help with Obtaining Funding:** Help with developing and writing proposals, and with annual reporting on funded projects.
6. **Share your Knowledge with the Group:** In addition to attending Group Meetings, share your skills, papers of interest, etc.
7. **Mentor Others:** The more junior members of the group will benefit immensely from your mentorship, and you will gain valuable experience as a mentor. Take the initiative to develop these relationships.
8. **Support Relationships with Other Groups:** The continued connections of our research group to the modelers, data product providers, SOCAT, Global Carbon Budget leadership, etc. is very important.

## Postdoc Responsibilities

Postdocs are free of teaching and administrative responsibilities and also have greater scientific independence. They also have the challenge of a short tenure in their position.

1. **Produce Research:** As a postdoc, you will focus fully on your research. This includes learning new skills and new areas. Your goal is to accomplish as much research as possible.
2. **Write Papers:** You are expected to take the lead in formulating and writing papers.
3. **Attend Conferences:** You should identify conferences of interest and submit your work to them. Discuss funding needs with Professor McKinley in advance.
4. **Make your Research Reusable:** Research is more than papers. Share the outputs of your research (data and software) in a way that makes them reusable by the rest of the current and future group, and the broader community of scientists is also encouraged.

5. **Share your Knowledge with the Group:** In addition to attending Group Meetings, share your skills, papers of interest
6. **Mentor Others:** The more junior members of the group will benefit immensely from your mentorship, and you will gain valuable experience as a mentor. Take the initiative to develop these relationships.
7. **Plan for the Future:** A postdoc is a temporary position. Commit time to thinking about your career goals, make a concrete plan for obtaining your next job, and take advantage of Professor McKinley and other Columbia people and resources.

## Graduate Student Responsibilities

Grad students have a range of responsibilities to manage as they navigate their transition from student to professional scientist over the course of their PhD program.

1. **Be Organized:** Develop a system that works for you to manage your coursework, TA responsibilities, and research. Schedule meetings in advance and always be on time.
2. **Stay in Good Academic Standing:** it is the student's responsibility to understand all formal requirements of the Graduate School and the Department and to meet deadlines regarding registration, paperwork, qualifying exams, committee meetings, TA positions, etc. The [DEES Guide to the PhD Program](#) is an essential reference in this regard.
3. **Stay on Top of your Coursework:** The beginning of graduate school is dominated by classes. You should strive to get as much as possible out of your coursework and connect it to your research wherever possible.
4. **Develop Scientific Independence:** Your goal is to become an independent scientist. This means you should pursue your own ideas as they arise. Explore what interests you, and what seems to address important science questions. Go to talks that seem “unrelated”, learn a new skill. Read (and re-read) papers in your field and outside it. Download a new dataset and analyze it. Take initiative.
5. **Focus on your Research:** Your research is *the most important* part of your grad school experience. It should be your main priority.
6. **Develop and Continually Track your Research Plan:** In consultation with your advisor, you should come up with a long-term plan for your research, with clearly defined milestones and goals. Each week, you should have a short term plan for exactly what to work on to move towards those goals. Of course, delays are normal, so do not despair! Instead, focus on understanding what the barriers are and working with your advisor and other Group colleagues to brainstorm solutions.
7. **Make your Research Reusable:** Research is more than papers. Share the outputs of your research (data and software) in a way that makes them reusable by the rest of the current and future group, and also the broader community of scientists is also encouraged.
8. **Ask Questions!** If something is unclear to you—either a science question or a procedural / administrative issue—it is your responsibility to speak up.
9. **Service - don't overcommit:** You will find opportunities for service within the LDEO-Columbia community (organizing seminars, serving on committees, etc.). People do have to step up or these important activities won't occur, and the experiences can build valuable connections. But remember that these activities are not in your job description, and they

should take only a small percentage of your time. Please discuss such opportunities with Professor McKinley before your commit.

10. **Understand that graduate school is very different from undergrad.** Graduate school is a *job* that mixes traditional classes with an apprenticeship in professional science. This mix shifts over time from more of the former to exclusively the latter. A notional plan for a 5-year program in Professor McKinley's group.
  - Year 1: Lay the foundations (i.e. classes) and get introduced to the research process
  - Year 2: Continue building foundations, and produce initial novel research results
  - Year 3: Bring your initial research to a publishable level; submit a first paper
  - Year 4-5: Begin to ask your own research questions, formulate the science plan, conduct the research; complete two papers

## 2. Professional Expectations

Professionals work hard on their professional tasks. Working hard means applying consistent, focused effort in a serious way. For the work we do, it also means applying ourselves with the sense of urgency appropriate to the intellectual and societal challenges posed by the ocean and the climate. However, it **does not** mean putting in unreasonable, unsustainable hours, leading to unhappiness / burn-out. Below we enumerate specific responsibilities and expectations for different roles within the group.

### Working Hours

One of the great advantages of working in academia is the flexible schedule! But this flexibility can also be a curse. Critical hours can easily be wasted due to late mornings, early departures, and the ubiquitous distractions of the internet, an exciting University environment and all the NYC has to offer. Our situation is additionally complicated by the fact that we split time between LDEO, Morningside and since 2022, the Innovation Hub. On top of this, the continued adjustment of the LDEO-Columbia community to a hybrid work approach adds additional complexity.

Here are some general guidelines to help define what it means to be “at work”:

- You should work 40 hours per week *on average*.
- These 40 hours are those hours in which you are doing your work, in a class, in a seminar or a research meeting. Some people do manage to focus on the subway or LDEO shuttle, but for most of us, commuting time is not very focused.
- During the academic semesters, plan to be at LDEO every Friday. Other good days to be there are Monday or Wednesday. Professor McKinley plans to be at LDEO on most Mondays and Fridays, and some Wednesdays, and she looks forward to seeing you there! These are also when seminars and group meetings tend to be held. Though Zoom is now everywhere, there is really no replacement for being present in the office to build relationships with your colleagues and to spark new scientific ideas.
- Please be at the Innovation Hub on Thursdays to connect to the LEAP community and attend seminars at noon
- Working other from home, a Columbia campus, or somewhere else in NYC where you can be productive is what is otherwise expected.

- Be available on communication channels on all business days (Monday - Friday) during business hours (9:30 am to 5:30 pm [+/-30min]).
- If you have a personal or professional reason to work a few weeks remotely from elsewhere, this is another flexibility that can often be accommodated. This should be discussed in advance with the PI.
- Paid Leave
  - Graduate students and postdoc appointments differ in this respect, based on their union contracts ([Postdocs](#), [Graduate Students](#))
    - Postdoc paid leave
      - [23 days of vacation per year](#)
      - [11 University Holidays + 3 personal days per year](#)
      - No separate sick leave allotment
    - Graduate Student paid leave
      - [10 days of vacation per year + 11 University Holidays](#)
      - 7 days (56 hrs) paid sick leave per year
    - There may be other types of leaves to which you are entitled (maternity, bereavement, ...). Please refer to your union contract or check with the DEES office (students) or the Human Resources Department as needed.
  - Professor McKinley does not need to approve you to take a sick day, or to take the afternoon for a personal matter. As long as absences are on the order of 1 day (O(1day) in physicist-speak), please just use your good judgement.
  - If you need to be out for several days due to illness or personal matters, please do check in.
- Vacation and working remotely are not the same thing – you don't need to work if you are on vacation; but if you are working remote, you do need to work. Be sure you clearly distinguish these in your own mind and stick to your plan.
- Travel dates for vacation and non-vacation remote work should be approved by Professor McKinley. These requests should be made via email before you make travel reservations.

### 3. Communication and Meetings

#### Channels

1. **Email** can certainly be a burden, but it is essential for both official and research group communication. Check it several times per day.
2. **Slack** is increasingly a key communication tool.
3. **Github** is useful for software sharing, and is increasingly how this Group passes down valuable research scripts and knowledge.

#### Group Meetings

In fall 2023, meetings are Tuesdays at 4-5 pm at LEAP. This time will change from semester to semester to accommodate changing schedules. Everyone should attend group meetings every week. In-person attendance is expected. If a conflict arises, let Professor McKinley know in advance.

Group meetings are an important opportunity to learn from and support other group members. An active and interactive discussion is the best way to learn! Be on time and come prepared to actively contribute in these meetings. Group meetings are a safe environment to ask questions, to present your new ideas, and to actively participate in the joy of scientific learning and discovery.

### Individual Meetings

Professor McKinley will, at minimum, meet with each group member every other week for 30 minutes, in-person. If additional meetings are required, we will schedule these.

Please be on time. If you are just 3 minutes late, this is a 10% time loss.

To make sure you get the most out of each meeting with Professor McKinley, you should create *an agenda* that outlines the topics you want to discuss. In general, your agenda should begin with a review of the agenda itself. If there are urgent administrative issues, these should come next. Then quickly review your long and short-term goals. Then let's discuss research - ideally, we can spend most of the time on discussion of scientific findings. End with planning for the next steps and other issues. You are responsible for managing the meeting time against the agenda.

To make our research discussion effective, you need to plan it in advance. A central focus for research discussion are data visualizations. With modern software, it is easy to create many plots; but plots alone are not science. Plots must be carefully selected and integrated into a logical train of thought that pushes forward your research. In advance of any meeting, make sure you put careful thought into what you are trying to communicate and then select the few critical plots. Making some slides can be a good way to make sure you are carefully selecting.

## 4. Self Care

Your physical and mental health are crucial to your well-being as a person. These should always take priority over your studies and work. Conversely, a satisfying and respectful work environment is an important factor in your mental health. Science can be an emotional roller coaster. Exams, paper reviews, fellowship applications, and job searches all involve being judged, which often causes anxiety. There is growing awareness in academia that graduate students are at [high risk for depression and anxiety](#). If you feel you are facing mental health challenges, don't be ashamed—you're not alone.

With this in mind, our group strives to do everything possible to support students and ensure a healthy work-life balance.

- Be efficient during the hours you are working, but then close your laptop and relax.
- Maintain a healthy sleep schedule.
- Pursue interests and hobbies outside of your work. These help relieve stress. They also benefit your research! Stepping away from your problem and letting your mind wander elsewhere is, counterintuitively, a great way to stimulate creative thought.
- Develop a support network among your peers. They understand the struggle.

If you feel like you need help, don't hesitate to contact [Columbia Counseling and Psychological Services](#).

## 5. Code of Conduct

All Columbia University employees and students must understand and comply with the University's policies and procedures regarding harassment and discrimination (See Columbia University Policies <https://universitypolicies.columbia.edu>). Prof. McKinley is a **mandatory reporter** and will report any incidents of harassment or misconduct that violate these policies.

Our group is committed to creating a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, or political views. We do not tolerate harassment in any form. Sexual language and imagery is not appropriate in any professional context, including group meetings, individual meetings, conferences, online communications, and work-related social events. Violations can be reported to Professor McKinley, and she will determine the consequences, which can extend to termination.

Respect is, of course, far more than "don't harass." Respect requires creating an environment where people of all backgrounds and personalities feel comfortable and welcome in scientific discussions. This means being conscious of how we talk to each other and leaving space in conversations for everyone's voice. Please monitor yourself to ensure you are not interrupting, talking over others, or otherwise dominating conversations. If you have any concerns or questions, please discuss them with Professor McKinley right away.

Credit – Thanks to Professor Ryan Abernathey for his [guidelines](#) that served as a great starting point.