Orientation Overview

- About Your Postdoctoral Scholar Appointment
- Joining the UCLA Community
- Campus Support Networks
- Professional Development
- Postdoc Union: UAW Local 5810
Academic and Postdoctoral Services

• Academic and Postdoctoral Services (APS) in the Graduate Division welcomes you to the UCLA community! We hope that your experience here will be stimulating and rewarding.

• APS is responsible for the authorization and administration of all Postdoctoral Scholars appointments at UCLA, policy development and compliance, advisement, training and education.

https://postdoc.ucla.edu
Postdoctoral Scholar UC-UAW Contract

• Ratified October 17, 2016 between UC and UAW.
• 4-year contract for title/job codes 3252, 3253, 3254, 3255, and 3256.
  • Title/job codes indicate the source of your funding.
  • The primary difference between title codes would be the tax implications.
• https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html

Postdoctoral Scholar Experience-Based Salary/Stipend Minimum

<table>
<thead>
<tr>
<th>Experience Level</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 (0-11 months)</td>
<td>$53,460</td>
<td>$4,455</td>
</tr>
<tr>
<td>Level 1 (12-23 months)</td>
<td>$55,596</td>
<td>$4,633</td>
</tr>
<tr>
<td>Level 2 (24-35 months)</td>
<td>$57,456</td>
<td>$4,788</td>
</tr>
<tr>
<td>Level 3 (36-47 months)</td>
<td>$59,580</td>
<td>$4,965</td>
</tr>
<tr>
<td>Level 4 (48-59 months)</td>
<td>$61,800</td>
<td>$5,150</td>
</tr>
<tr>
<td>Level 5 (60-71 months)*</td>
<td>$64,008</td>
<td>$5,334</td>
</tr>
</tbody>
</table>

*By exception only
Postdoctoral Scholar Health Benefits

- University of California Postdoctoral Scholar Benefits Plan (PSBP) is a comprehensive package of benefits designed to closely match the benefits offered through the UC Faculty/Staff plan.
- Coverage includes:
  - Medical
  - Dental
  - Vision
  - Life, AD&D and Short-Term Disability Insurance
  - Voluntary Long-Term Disability Insurance

Gallagher Benefits Services (GBS)

- Gallagher Benefits Services is a broker for health insurance.
- They are the intermediaries between you and your health insurance provider (HealthNet).
- Any questions or concerns you may have regarding your health insurance can be directed to Gallagher Benefits Services:
  - [http://clients.garnett-powers.com/pd/uc/](http://clients.garnett-powers.com/pd/uc/)
  - Toll-Free Customer Service: 1-800-254-1758
  - E-mail: UniversityServices.GBS.psbp@ajg.com
Departmental Coverage of Health Benefits

• Postdoctoral Scholars in all title codes must have health benefits coverage while employed at UCLA.
• Postdoctoral Scholars who choose to enroll in the HMO or PPO medical, dental, and vision plans will have their insurance premiums covered in full by the sponsoring department.
  • Excludes the costs of the postdoctoral scholars’ required monthly premium contributions.
  • Includes coverage for the postdoctoral scholar and any eligible family members.

Postdoctoral Scholar Leaves (PTO, Sick)

• Personal Time Off (PTO) – 24 days*
  • PTO must be requested and approved in advance.
  • Supervisor cannot unreasonably deny PTO.
    • Work considerations, especially directly related to research, prevail.
    • UC may not unreasonably deny a religious holiday request.
  • PTO not used within the 12-month period is not carried over.
• Sick Leave – 12 days*
  • Unused sick leave is carried forward to subsequent eligible UC appointments.

*for full-time (100%), 12-month appointments
Postdoctoral Scholar Leaves (Other)

- Family Medical Leave (including parental, pregnancy disability leaves) and Military Leave
  - Per UC-UAW contract.
  - Paid Parental Leave (new to 2016 contract)
    - Paid Parental Leave must be initiated and concluded within one (1) year of the birth or placement of the child.
    - University’s paid parental benefit is up to four (4) workweeks of paid leave.

- Holidays
  - University observes 13 administrative holidays, as published in the University calendar: [http://registrar.ucla.edu/Calendars/Annual-Academic-Calendar](http://registrar.ucla.edu/Calendars/Annual-Academic-Calendar)

- Jury Duty
  - Eligible for a paid jury duty leave.

COVID-19-Related Leave for Academic Appointees

- Paid Administrative Leave for COVID-19-related incidents is available for up to 16 working days or 128 hours. Paid Administrative Leave may be taken only when at least one of the following circumstances are met:
  - When an employee is unable to work due to the employee’s own COVID-19-related illness or that of a family member; or
  - When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the worksite has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely; or
  - When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

Retirement Benefits (3252, 3255, 3256)

• Postdoctoral Scholar-Employees must contribute 7.5% of gross salary to the University of California Defined Contribution Plan (DCP), in lieu of Social Security taxes.
  • Non-resident aliens for tax purposes who are in the U.S. on an F-1 or J-1 visa are exempt from contributing to DCP.
• Postdoctoral Scholars-Employees may additionally participate in:
  • 401(A) DCP After-Tax Account,
  • Tax-Deferred 403(b) Plan, and
  • 457(b) Deferred Compensation Plan.
• For more information about these plans, visit the myUCretirement website or call Fidelity Retirement Services at 1-866-682-7787.
  • https://www.myucretirement.com/UCRetirementBenefits/Voluntary

Retirement Benefits (3253, 3254)

• Postdoctoral Scholar-Fellows and Paid Directs are ineligible for the UC-sponsored retirement plans unless Postdoctoral Scholar-Employee appointments are held concurrently to supplement fellowship funding.
• Fellowship funding is considered an award rather than compensation, and thus cannot be used towards contributions to these plans.
Questions about Postdoctoral Policy?

- Contact Academic and Postdoctoral Services, Graduate Division
  - postdoc@grad.ucla.edu

Joining the UCLA Community
Housing

• UCLA University Housing
  • Postdoctoral Scholars are eligible to reside in University Apartments, but are not guaranteed a space. You are eligible to reside in University Apartments only after demand from graduate and professional students has been met.

  • To apply for University Housing, you will need to complete the online application and pay a non-refundable application fee.
    • Must be a current UCLA Postdoctoral Scholar with a University ID (UID).
    • Provide Housing Services with a copy of the Postdoctoral Scholar Appointments and Services Notice of Appointment on UCLA letterhead.

  • https://housing.ucla.edu
  • https://portal.housing.ucla.edu/covid-19-information

Child Care Resources

• UCLA Early Childhood Education
  • https://ece.ucla.edu
  • https://www.ece.ucla.edu/child-care-resources-covid-19
  • Operates three accredited (NAEYC) child care centers
    • Care for infants (2 months) to kindergarten
    • Developmental curriculum (learning through exploration) and science-based curriculum to foster critical thinking

• UCLA Students with Dependents Program
  • https://www.swd.ucla.edu/
  • Provides support, opportunities for advocacy and campus/community resources for parenting members of the UCLA community.
    • https://ucla.app.box.com/v/community-resource-list
      • List of UCLA area child care & pre-school programs
Health & Wellness Resources

UCLA Recreation Main Page:  [https://secure.recreation.ucla.edu/](https://secure.recreation.ucla.edu/)

- **LIVE Virtual Fitness & Yoga Classes**
  - Including: yoga, self-defense, strength & balance training and yoga for kids and toddlers!
  - [https://fitwell.recreation.ucla.edu/programs/group-exercise](https://fitwell.recreation.ucla.edu/programs/group-exercise)

- **Bruin MindFit- Stress Reduction Program**
  - A virtual mindful movement and meditation course that teaches several effective stress-management tools.
  - [https://fitwell.recreation.ucla.edu/programs/bruin-mindfit](https://fitwell.recreation.ucla.edu/programs/bruin-mindfit)

- **MoveMail**
  - Daily MoveMails are sent at 10 a.m. and 2 p.m. to help break up your day and increase your overall daily activity
  - [https://fitwell.recreation.ucla.edu/programs/fitness-resources#MoveMail](https://fitwell.recreation.ucla.edu/programs/fitness-resources#MoveMail)

- **Diabetes Prevention Program (DPP)**
  - The Diabetes Prevention Program (DPP) provides education, encouragement, and the tools necessary to help prediabetic faculty and staff reach their health and wellness goals.
  - [https://fitwell.recreation.ucla.edu/programs/diabetes-prevention](https://fitwell.recreation.ucla.edu/programs/diabetes-prevention)

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Health and Wellness Resources

- **Mindful Awareness Research Center (MARC):**
  - [https://www.uclahealth.org/marc/free-drop-in-meditation](https://www.uclahealth.org/marc/free-drop-in-meditation)

- **UCLA RISE Program:**
  - [https://risecenter.ucla.edu/](https://risecenter.ucla.edu/)

- **UCLA Healthy Campus Initiative:**
  - [http://healthy.ucla.edu](http://healthy.ucla.edu)

- **UCLA Teaching Kitchen:**
  - [https://fitwell.recreation.ucla.edu/teachingkitchen](https://fitwell.recreation.ucla.edu/teachingkitchen)
Technical and Workspace Resources

• UCLA Ergonomics
  • https://www.ergonomics.ucla.edu/telecommute
  • Support for optimizing your workspace. Available to provide training, informational materials, and individualized home workspace evaluations

• Employee Disability Management Services
  • https://www.ergonomics.ucla.edu/telecommute
  • Within UCLA Insurance and Risk Management, support available if you experience functional limitations due to a disability and need a reasonable accommodation to perform the essential functions of your job.

• UCLA IT Support Center
  • https://www.it.ucla.edu/it-support-center
  • Now providing 24/7 phone support
  • Help with transitioning to online platforms, support with Zoom security, A-Z IT Service support

Staff Resources

As a postdoctoral scholar, you are also a member of UCLA staff! You are entitled to many resources as a UCLA staff member including:

• COVID-19 Information:
  The most current information about this public health crisis is always available at UCLA’s COVID-19 website, Bruins Safe Online and UCLA’s Twitter feed, which are all updated regularly.

• Administrative Services Updates for Spring 2020: https://www.adminvc.ucla.edu/covid-19/campus-services-during-stay-at-home-order

• Faculty Center: https://facultycenter.ucla.edu

• BruinCard Services: https://secure.bruincard.ucla.edu

• Employee Services & Discounts: https://campusservices.ucla.edu/discounts

• International Scholar Resources: Dashew Center: http://internationalcenter.ucla.edu
Graduate Student and Postdoctoral Scholar Case Managers

Armando Flores, MSW  
• E-mail: afl ores@grad.ucla.edu  
• Phone: 310-206-1158

Kaitlyn Loughran, LCSW  
• E-mail: kloughran@grad.ucla.edu  
• Phone: 310-794-7033

• Meet with postdoctoral scholars and graduate students who are experiencing challenges affecting their scholarly progress.

• Provides information and referrals to help you get assistance or find resolution for your concerns.

Case Manager Support

• Conflicts with mentors  
• Mental health & wellness concerns  
• Navigating campus resources  
• Difficulty adjusting to a new environment  
• Intellectual property concerns  
• Consultation regarding other personal/departmental concerns
Distressed and Distressing Individuals: A Brief Guide to Campus Response Resources

• As a caring campus community, we share a responsibility for each other’s health and safety by reporting concerns to the appropriate campus resources.

• Postdoctoral Scholars are often in a position of having daily interactions with students, staff, and faculty that may bring about cause for concern when distressing behavior is observed or reported.

• Our overall goal is to avoid a pattern of siloed communication. We must improve our ability to coordinate responding to individuals in distress despite the limits of confidentiality.

Supporting Individuals of Concern

• When in doubt, reach out!
• Don’t ignore strange or inappropriate behavior – respond to it.
• Be direct & matter of fact about what you’ve observed.
• Listen, refer, document, report.
• Know your limits. Keep in mind what your role is in working with others. Trained professionals are available to help.
• Consult with BIT or a CRT Case Manager for tips on making a referral.

• UCLA Red Folder: “Assisting Students in Distress”
  •  https://www.studentincrisis.ucla.edu/Portals/36/Documents/redfolder.pdf

• Bruins Safe App
  •  https://www.adminvc.ucla.edu/campus-safety-task-force/bruins-safe
Referrals for students in distress

UCLA Case Managers
https://www.studentincrisis.ucla.edu/

UCLA Counseling and Psychological Services
https://www.counseling.ucla.edu/

UCLA Economic Crisis Response Team
https://www.studentincrisis.ucla.edu/Economic-Crisis-Response

Referrals for Staff and Faculty

- **UCLA Behavioral Intervention Team** (310) 794-0422
  - Consultation and referral resource for staff and faculty of concern.
  - https://chr.ucla.edu/behavioral-intervention-team

- **UCLA Staff and Faculty Counseling Center** (310) 794-0245
  - Free confidential counseling for employees.
  - https://chr.ucla.edu/employee-counseling

- Consult with your department HR representative or Graduate Division Case Manager for additional referral information.
Reporting Concerns About Discrimination

- Gender/Pregnancy Based Discrimination
  - UCLA Title IX Office - 310-206-3417
  - https://sexualharassment.ucla.edu

- Disability Based Discrimination
  - ADA/504 Compliance Office - 310-794-4146
  - http://ada.ucla.edu

- Discrimination on the basis of ethnicity, nationality, sexual orientation, etc.
  - Discrimination Prevention Office - 310-794-1232

- Campus Human Resources, Staff Diversity and AA/EEO Compliance Office
  - 310-794-0691
  - https://chr.ucla.edu/staff-diversity/it-is
  - Email: StaffDiversity@chr.ucla.edu

Additional Campus Resources

- Academic Personnel Office: https://apo.ucla.edu
- Campus Assault Resources and Education Program (CARE): https://www.careprogram.ucla.edu/
- Student Legal Services Community Resource List: https://www.studentlegal.ucla.edu/assets/pdf/Community%20Resources.pdf
- LGBT Campus Resource Center: http://lgbt.ucla.edu
- Office of Ombuds Services: http://www.ombuds.ucla.edu/
Our goals are to:
- Enhance UCLA postdocs’ sense of community on campus
- Foster communication between postdocs, faculty, and the administration
- Contribute a postdoctoral perspective to campus issues
- Facilitate opportunities for postdoc social engagement and community building

As a postdoc at UCLA, you’re automatically a member of the Postdoctoral Association (PDA) at UCLA

All postdocs are invited to attend our events
- Various social and networking events throughout the year
- Monthly community forums where you can give us your input
- The PDA is a postdoc-run board and we welcome suggestions from postdocs
Meet your PDA Executive Board!

Johnny J. Saldate  
*Chair*

Leslie Sedgeman  
*Vice Chair of Operations*

Portia Mira  
*Vice Chair of Community Engagement*

Amrita Pal  
*Vice Chair of Advocacy And Campus Relations*

Daniel Velez-Ramirez  
*Vice Chair of International Affairs*

Luis Garcia  
*Vice Chair of Communications*  
[link to bios](#)

Some recent events...

*Temescal Peak Hike with USC + CalTech PDAs*
Some recent events...

Halloween Eagle Rock Hike

Some recent events...

Ski Trip at Mountain High with USC + CalTech PDAs
Some recent events...

Karaoke Happy Hour

Some recent events...

Ice Skating at Santa Monica
Some recent events...

Monthly Coffee Hour with Faculty

Some recent events...

SoCal Postdoctoral Research Symposium
Upcoming Events

• Tonight 5:30-7 PM: Virtual Talent show!
• April 30th: Virtual Game Night
• May 7th: Virtual Coffee Hour with Special Guest
• Subscribe to our public Google Calendar and follow us on social media!

Website: http://www.pda.ucla.edu/
Email: pdaucla@ucla.edu
Social Media: LinkedIn | Facebook | Twitter | Instagram

Making a Professional Development Plan for UCLA Postdocs

Lynn Talton, Ph.D.
Director, Office of Postdoctoral Affairs for the Biomedical & Life Sciences

Yuting Wu, M.Ed.
Coordinator, Postdoctoral & Graduate Student Professional Development
What are my core professional development needs?

UCLA Professional Development Core Competencies

Step 1: Identify Your Core Needs

For each skill, identify whether you:

- **HAVE** a solid proficiency in this skill already
- **EXPECT** to learn this skill from your mentor or program
- **NEED** more training or practice in this skill
Step 2: Identify Your Specific Needs

Consider your professional goals
1. During your postdoc training
2. In pursuing a future career path

For each goal, list the skills or training you need and note whether you:

- **EXPECT** to learn from your mentor or program
- **NEED** more training or practice in this skill

Step 3: Create your Timeline/Development Plan

- Organize by Topic and Early, Middle, or Late Stage, depending on the length of your timeline
- Use Ongoing category for activities that will occur throughout
Step 4: Professional Development Networking Plan

Mentor/Network

Who do you want at your table?

Example 1:
Someone working toward a career in industry

- Faculty Mentor
- Collaborator
- Former graduate colleague now working in industry
- UCLA PhD Alumnus in working in similar companies
- Industry Networking Group Friend
- Industry Recruiter
- Field Expert
- Faculty Member with Industry Experience
- Startup Company COO or CSO with a PhD
- Alumnus working for Non-Profit
Mentor/Network

Example 2: Someone working toward a research and teaching faculty position

Step 4: Professional Development Networking Plan

Place the people you plan to add to your network in the appropriate spots on your timeline
Step 5: Note UCLA Resources for Your Timeline Plan

- UCLA Resources sorted by Core Skill Categories
- See *When, Where, and How Often* are career events and resources are organized

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How to Stay Informed

**Postdoc Mailing List**
- Announcements and events just for UCLA Postdocs
- Join by: Emailing postdoc@grad.ucla.edu with your full name and preferred email address

**Social Media**

*Follow for Info and Advice:*
- Office of Postdoctoral Affairs for the Biomedical and Life Sciences
  Lynn Talton’s Twitter: Lynn_UCLA (for postdoc news, advice and relevant links)

*Join for Networking/Mentors:*
(UCLA Postdocs should be on all three)
- LinkedIn – Professional network, finding contacts, researching jobs
- ResearchGate – Academic and research network, collaboration
- UCLA ONE – Network exclusive to UCLA alumni, designed to find and become mentors
Access Campus Resources using Handshake

- Register for Workshops
- Search and Apply for Jobs

California NanoSystems Institute

Our mission is to leverage public and private investment to promote nanoscience research at the interfaces between disciplines, to translate discoveries into knowledge-driven commercial enterprises, and to educate the next generation of scientists and engineers.

190,000 sq. ft. facility: research labs, technology centers, start-up incubator, administrative support, conferencing and interaction space

Positioned: adjacent to Engineering, Math, Physics, Chemistry, Life and Biomedical Sciences, and the UCLA Medical Center

Integrates: 160 faculty from 36 departments across campus, emphasis on team science & translation

Provides: technologies for creating, measuring, visualizing, and discovering at the nanoscale
California NanoSystems Institute

Math, Physics, Chemistry, Biology, Medicine, Engineering

DISCOVERY
NanoSciences, NanoMaterials, NanoTechnologies

Team Science Platform
Address grand challenges in health & biomedicine, energy, IT, environment
Assemble and support collaborative teams that span disciplines
Proposal facilitation unit (FY 17/18)
- 64 proposals (NSF, NIH, DOD, $125M
- 22% funded, and counting; ICR return

Technology Platforms
Open-access Centers provide and develop leading-edge technologies & instrumentation
- Device nanofabrication & epitaxy
- Superresolution light microscopy
- Electron imaging, CyoEM
- Scanning probe microscopy
- High-throughput screening

Entrepreneurship Platform
6,700 sq. ft. wet lab & office incubation space for UCLA start-ups
Currently incubating 20 start-up companies w/ licensed UCLA IP
Infrastructure facilitates SBIRs (NIH), VC investment, IP, Business Development; ROI for CNSI: Rent, Equity

Energy
- Biofuels from renewable resources
- 3-D batteries to power a new generation of small devices
- High-performance perovskite/Cu[In, Ga]Se2 thin-film tandem solar cells

Environment
- NSF Center: Nano-SARs. measuring nanomaterial safety and designing safe nanomaterials
- Nanoscale membranes for water purification and desalination

Information Technology
- Spintronics: molecular computers that transmit information through electron spin
- All-optical, diffractive deep neural networks w/3D printed architecture for all-optical image analysis, feature detection, object classification

Health and Medicine
- Nanotherapeutics for cancer
- Biosensors for early cancer detection
- Stem Cell Nanomedicine
- Precision antibiotics
- Lens-free imaging for diagnosis in resource-limited settings

UCCEIN Center for Environmental Implications of Nanotechnology

A. Ozcan et al., Science, 2018

Y. Yang et al., Science, 2018
CNSI Technology Platforms

- Open-access model, 24/7/365
- PhD-level professional staff
- User training, support, collaboration
- Technology research & development
- Supporting over 6,500 researchers since 2008
- Over 1,500 unique users, 9,000 reservs. in 2017
- UCLA, other academic, external industry users
- Highly leveraged for grants & contracts

Education and Outreach
Scientific Seminars and Outreach

- Cutting-edge technical training
- Public nanoscience outreach events
- World-class seminar series + conferences

Entrepreneurship and Career Training

- Grades 6-12 nanotech entrepreneurship competition
- UCLA entrepreneurship courses
- Career Center and TDG events
Scientific Training

Teacher Training Workshops

The Nanoscience Institute has reached over 350 teachers from over 200 local schools, and impacts an estimated 1000 to 2000 students each year.

High School Summer Programs – Since 2011

Nanoscience Lab
500 Students

Nanoscale Microscopy
120 Students

Applications of Nanoscience
140 Students

Sci|Art NanoLab
450 Students

Get in touch!

Rita Blaik, PhD
rita@cnsi.ucla.edu
Questions?

• Contact us at postdoc@grad.ucla.edu

Coming up... UAW 5810 Orientation