Postdoctoral Scholar Orientation

Summer 2020

UCLA Graduate Division
Academic and Postdoctoral Services
Introduction

• Academic and Postdoctoral Services
• Postdoc Introduction
  • Name
  • Program
• How long have you been at UCLA?
Orientation Overview

• About your postdoctoral scholar appointment
• Joining the UCLA community
• Campus support networks
• Professional development
• Postdoc union: UAW Local 5810
Top Ten Most Frequently Asked Postdoc Questions
Which university office oversees Postdoc affairs?
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.
Where can I find Postdoc related information?
Are UCLA Postdocs entitled to union protection?
Policy

• Postdoctoral Scholar UC-UAW Contract
• Effective October 17, 2016 through September 30, 2021
• https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html
What are the different Postdoc titles and what do they mean?
Titles

• Titles determine:
  • Funding source
  • Appointment length
  • Tax implications
  • Retirement eligibility

Postdoc-Employee (3252)
Postdoc-Fellow (3253)
Postdoc-Paid Direct (3254)
Postdoc-Employee NEX (3255)
Interim Postdoc-Employee (3256)
Are all Postdocs paid the same amount?
## Salary

<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

3/1/20 Postdoctoral Scholar Experience-Based Salary/Stipend Minimum
What benefits are Postdocs entitled to?
Benefits

- [http://clients.garnett-powers.com/pd/uc/](http://clients.garnett-powers.com/pd/uc/)
- Gallagher Benefit Services
  - (800) 254-1758
  - UniversityServices.GBS.pspb@ajg.com

UC Postdoctoral Scholar Benefits Plan

- Medical
- Dental
- Vision
- Life & AD&D
- Short-Term Disability
- Long-Term Disability
- Medical Evacuation & Repatriation
Are Postdocs entitled to formal leave?
Leaves

24 Days Personal Time Off*

12 Days Sick Leave*

Holidays

Family Medical Leave (FML)

Parental Leaves

Pregnancy Disability Leave

Personal Leave

Other Leaves

*for full-time, 12-month appointment
Are Postdocs entitled to COVID-19 related leave?
COVID-19 Related Leave

- Contact your Department HR Representative if you are interested in taking a COVID-19 related leave

<table>
<thead>
<tr>
<th>COVID-19 Related Leave</th>
<th>Length</th>
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<tbody>
<tr>
<td>UC Expanded Paid Administrative Leave (EPAL)</td>
<td>16 days</td>
</tr>
<tr>
<td>FFCRA Emergency Paid Sick Leave (EPSL)*</td>
<td>10 days (2 workweeks)</td>
</tr>
<tr>
<td>FFCRA Expanded Family &amp; Medical Leave (EFML)*</td>
<td>Up to 12 workweeks</td>
</tr>
</tbody>
</table>

*not all postdoctoral scholars are eligible for EPSL and EFML
Are Postdocs eligible for retirement benefits?
Retirement

• Postdoctoral scholars in 3252, 3255, and 3256 titles are eligible to participate in retirement plans

• [https://myucretirement.com](https://myucretirement.com/)

• Fidelity Retirement Services
  • (866) 682-7787

- Defined Contribution Plan (DCP) Pre-Tax/Safe Harbor Account
- Defined Contribution Plan (DCP) After Tax Account
- Tax-Deferred 403(b) Plan
- 457(b) Deferred Compensation Plan
Who should Postdocs contact with any concerns?
Questions about Postdoctoral Scholar 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/

• 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

• 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

• 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

• 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
Health & Wellness Resources

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

• UCLA RISE Program:
  • https://risecenter.ucla.edu/

• UCLA Healthy Campus Initiative:
  • http://healthy.ucla.edu

• UCLA Teaching Kitchen:
  • https://fitwell.recreation.ucla.edu/teachingkitchen
Technical and Workspace Resources

- **UCLA Ergonomics**
  - [https://www.ergonomics.ucla.edu/telecommute](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](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](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
Graduate Student and Postdoctoral Scholar Case Managers

• To request case manager support: casemanagers@grad.ucla.edu

• 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.
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:

Postdoctoral scholars are also a members of UCLA staff! They 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](https://www.adminvc.ucla.edu/covid-19/campus-services-during-stay-at-home-order)

- **Faculty Center:** [https://facultycenter.ucla.edu](https://facultycenter.ucla.edu)

- **BruinCard Services:** [https://secure.bruincard.ucla.edu](https://secure.bruincard.ucla.edu)

- **Employee Services & Discounts:** [https://campusservices.ucla.edu/discounts](https://campusservices.ucla.edu/discounts)

- **International Scholar Resources:** Dashew Center: [http://internationalcenter.ucla.edu](http://internationalcenter.ucla.edu)
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](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](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
  • https://equity.ucla.edu/about-us/our-teams/discrimination-prevention/

• 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.

If you are not getting PDA emails or have other questions, let us know!
pdaucla@ucla.edu
Meet your PDA Executive Board!

Leslie Sedgeman  
*Chair*

Caroline Johnson  
*Vice Chair of Operations*

Portia Mira  
*Vice Chair of Community Engagement*

Jacqueline Giovannelli  
*Vice Chair of Advocacy & Campus Relations*

Daniel Velez-Ramirez  
*Vice Chair of International Affairs*

Farha Khan  
*Vice Chair of Communications*
• All postdocs are invited to attend our events
  • Various social and networking events throughout the year
  • Monthly virtual events, like game nights and happy hours during the COVID-19 pandemic.
  • The PDA is a postdoc-run board and we welcome suggestions from postdocs
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
Join fellow postdocs on Slack!

Slack channel for postdocs: PDA@UCLA
Stay tuned!!
To join:
https://join.slack.com/t/uclapda/shared_invite/zt-374fpzaqp05-tRXBKxhwSQApKHmlXufCw
Upcoming plans

COVID-19 issues related survey

Have you received information on procedures for ramping up on-campus work from your PI or supervisor?
104 responses

- Yes: 56.7%
- No: 24%
- Unsure: 19.2%

Are you concerned about returning to on-campus work?
104 responses

- Yes: 67.3%
- No: 27.9%
- Unsure: 5.2%

Check any areas of concern regarding professional/personal development during the research shutdown and/or ramp-up.
101 responses

- Delayed Productivity: 73 (72.3%)
- Going on the Job-Market/Job Search This Year: 50 (49.5%)
- Child/Family Care Difficulties: 40 (39.6%)
- Issues of Equity or Inclusion: 28 (27.7%)
- Visa Issues: 18 (17.8%)
- Mental Health & Wellness: 14 (13.9%)
- Lack of Mentorship: 35 (34.7%)
- Lack of/Virtual Networking: 34 (33.7%)
- Social Isolation: 20 (19.8%)

Check any areas of concern regarding the logistics of ramp-up procedures.
99 responses

- Transportation: 58 (58.6%)
- Shared Facilities/Equipment: 58 (58.6%)
- Building Access/Traffic: 40 (40.4%)
- PPE/Cleaning Supplies: 29 (29.3%)
- Child/Family Care: 52 (52.5%)
- Another Potential Ramp-Down: 23 (23.2%)
- 26 (26.3%)
Professional Development

SoCal Postdoctoral Research Symposium
Upcoming Events

• Monthly Virtual Coffee/Social Hour

• See more on our website or on our public Google Calendar!

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
Breakout Room (5 minutes):

• Introduce yourself (name & postdoc program/department)
• What’s your plan after your postdoc appointment?
What are my core professional development needs?

UCLA Professional Development Core Competencies

- Career Path Preparation
- Communication Skills
- Self-Assessment & Development
- Project Management, Leadership and Collaboration
- Teaching and Mentorship
- Scholarly Expertise and Integrity
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 2: Identify Your Specific Needs

- Breakout Session
- Share your professional goals with your partners
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
Mentor/Network

Who do you want at your table?

Step 4: Professional Development Networking Plan
Example 1:
Someone working toward a career in industry
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.
Mentor/Network

- Breakout session
- Find your partners and work on your networking plan together
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
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
Program Assessment

• https://forms.gle/p39P7tqjD2MVZcyw7
Questions?

• Contact us at postdoc@grad.ucla.edu
• Coming up… UAW 5810 Orientation