Orientation Overview

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

Postdoctoral Scholar Appointments and Services

- Postdoctoral Scholar Appointments and Services (PSAS) in the Graduate Division welcomes you to the UCLA community! We hope that your experience here will be stimulating and rewarding.

- PSAS is responsible for the authorization and administration of all Postdoctoral Scholars appointments at UCLA, policy development and compliance, advisement, training and education.
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.
- [http://ucnet.universityofcalifornia.edu/labor/bar-gaining-units/px/contract.html](http://ucnet.universityofcalifornia.edu/labor/bar-gaining-units/px/contract.html)

Postdoctoral Scholar Experience-Based Salary/Stipend Minimum

<table>
<thead>
<tr>
<th>Experience Level</th>
<th>Current</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 (0-11 months)</td>
<td>$50,760</td>
<td>$4,230</td>
</tr>
<tr>
<td>Level 1 (12-23 months)</td>
<td>$52,896</td>
<td>$4,408</td>
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<tr>
<td>Level 2 (24-35 months)</td>
<td>$54,756</td>
<td>$4,563</td>
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<td>Level 3 (36-47 months)</td>
<td>$56,880</td>
<td>$4,740</td>
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<tr>
<td>Level 4 (48-59 months)</td>
<td>$59,100</td>
<td>$4,925</td>
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<tr>
<td>Level 5 (60-71 months)*</td>
<td>$61,308</td>
<td>$5,109</td>
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</tbody>
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*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

Garnett-Powers & Associates (GPA)

- Garnett-Powers & Associates 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 Garnett-Powers:
  - http://clients.garnett-powers.com/pd/uc
  - Toll-Free Customer Service: 1-800-254-1758
  - E-mail: PSBP@garnett-powers.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.
  - 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.
- 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.

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) DCF After-Tax Account,
  - Tax-Deferred 403(b) Plan, and
  - 457(b) Deferred Compensation Plan.
- For more information about these plans, visit the [myUCretirement website](http://www.myucretirement.com/UCRetirementBenefits/Voluntary) or call Fidelity Retirement Services at (866) 682-7787.
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 Postdoctoral Scholar Appointments and 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://housing.ucla.edu)

Child Care Resources

- UCLA Early Childhood Education
  - [https://ece.ucla.edu](https://ece.ucla.edu)
    - 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
  - [https://ece.ucla.edu](https://ece.ucla.edu)
  - [https://ucla.app.box.com/v/community-resource-list](https://ucla.app.box.com/v/community-resource-list)
    - List of UCLA area child care & pre-school programs

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)
  - [https://www.uclahealth.org/marc/free-drop-in-meditation](https://www.uclahealth.org/marc/free-drop-in-meditation)
- UCLA RISE Program: Mindfulness Brown Bag Lunch Series
  - [https://www.counseling.ucla.edu/rise-program](https://www.counseling.ucla.edu/rise-program)
- UCLA Recreation:
  - FitZones: [https://fitwell.recreation.ucla.edu/programs/fitzones](https://fitwell.recreation.ucla.edu/programs/fitzones)
  - Fit Breaks: [https://fitwell.recreation.ucla.edu/programs/fitbreaks-wu2w-walks-backsafety-workshops](https://fitwell.recreation.ucla.edu/programs/fitbreaks-wu2w-walks-backsafety-workshops)
  - Bruin MindFit: [https://fitwell.recreation.ucla.edu/programs/bruin-mindfit](https://fitwell.recreation.ucla.edu/programs/bruin-mindfit)
  - Bruin Health Improvement Program (BHIP & Bruin Mindfit)
    - Subscribe to weekly list for announcements:
      - [https://fitwell.recreation.ucla.edu/programs/fitness-resources#MoveMail](https://fitwell.recreation.ucla.edu/programs/fitness-resources#MoveMail)
- UCLA Healthy Campus Initiative: [http://healthy.ucla.edu](http://healthy.ucla.edu)
As a postdoctoral scholar, you are also a member of UCLA staff! You are entitled to many resources as a UCLA staff member including:

- 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)

Graduate Student and Postdoctoral Scholar Case Managers

<table>
<thead>
<tr>
<th>Armando Flores, MSW</th>
<th>Kaitlyn Loughran, LCSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail: <a href="mailto:aflores@grad.ucla.edu">aflores@grad.ucla.edu</a></td>
<td>E-mail: <a href="mailto:kloughran@grad.ucla.edu">kloughran@grad.ucla.edu</a></td>
</tr>
<tr>
<td>Phone: 310-206-1158</td>
<td>Phone: 310-794-7033</td>
</tr>
</tbody>
</table>

- 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](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](https://sexualharassment.ucla.edu)

- **Disability Based Discrimination**
  - ADA/504 Compliance Office - 310-794-4146
  - [http://ada.ucla.edu](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**
  - 310-794-0245
  - [https://chr.ucla.edu/staff-diversity/it-is](https://chr.ucla.edu/staff-diversity/it-is)
  - Email: StaffDiversity@chr.ucla.edu

**Additional Campus Resources**

- **Academic Personnel Office**: [https://apo.ucla.edu](https://apo.ucla.edu)
- **Campus Assault Resources and Education Program (CARE)**: [https://www.careprogram.ucla.edu/](https://www.careprogram.ucla.edu/)
- **Student Legal Services Community Resource List**: [https://www.studentlegal.ucla.edu/assets/pdf/Community%20Resources.pdf](https://www.studentlegal.ucla.edu/assets/pdf/Community%20Resources.pdf)
- **LGBT Campus Resource Center**: [http://lgbt.ucla.edu](http://lgbt.ucla.edu)
- **Office of Ombuds Services**: [http://www.ombuds.ucla.edu/](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 External Relations

Daniel Velez-Ramirez
Vice Chair of International Affairs

Luis Garcia
Vice Chair of Communications
Some recent events...

- Temescal Peak Hike with USC + CalTech PDAs
- Halloween Eagle Rock Hike
- Ski Trip at Mountain High with USC + CalTech PDAs
Some recent events...

Karaoke Happy Hour

Another (Winter Holiday) Karaoke Happy Hour

Ice Skating at Santa Monica
Some recent events...

Monthly Coffee Hour with Faculty

Some recent events...

SoCal Postdoctoral Research Symposium

Upcoming Events

- Another Ski Trip! (Stay tuned)
- Monthly Happy Hour (Tomorrow night!)
- Monthly Coffee Hour with Faculty (First Thursday of the month)
- Upcoming hikes!
- 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
Health and Wellness Events

- Keep a look out for our monthly health & wellness newsletter!
- Introduction to Tai Chi and Self-Defense (Jan 29th)
- Trauma informed yoga series (Jan 27th)
- Stress Less Week (Jan 21st)
- Meditation Sessions at MARC and more!

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?

- Career Path Preparation
- Communication Skills
- Self-Assessment & Development
- Project Management, Leadership and Collaboration
- Teaching and Mentorship
- Scholarly Expertise and Integrity

UCLA Professional Development Core Competencies
Spring 2019 Postdoctoral Scholar Orientation

**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?

Mentor/Network
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:

- Industry Position
- Research and/or Teaching Position
- Faculty Member
- Industry Network Group Friend
- Former/Current Colleagues
- Former/Current Faculty Colleagues
- UCLA PhD Alumni
- Industry Networking Group
- Friend
- Recruiter
- Field Expert
- Faculty Member with Industry Experience
- Grant/Program Officer
- Social Media Expert
- Faculty Mentor
- Co-Authors from other institutions
- Faculty Mentor
- Colleagues you know from conferences
- UCLA Alumna/Alumnus in Faculty Positions
- Recently Hired Faculty Members
- CIRTL or EPIC Network
- Faculty Mentor
- Faculty Mentor
- Faculty Member
- 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

**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 postdocs@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

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**California NanoSystems Institute**

Our mission is to leverage public and private investment to promote transdisciplinary 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

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**California NanoSystems Institute**

Math, Physics, Chemistry, Biology, Medicine, Engineering

**DISCOVERY** Nanoscience, Nanotechnology, Nanotechnologies

- Team Science Platform
- Address grant challenges in health & biomedical, energy, IT, environment
- Assemble and support collaborative teams from our disciplines

**Technology Platforms**

- Open access Centers provide and develop leading-edge technologies and instrumentation
  - Device nanofabrication & epitaxy
  - X-ray microscopy
  - Electron imaging
  - Atomic force

**TRANSLATION** New Ventures, Technology Transfer, Entrepreneurship

- Entrepreneurship Platform
- 6,700 sq. ft. lab & office incubation space for startups
- Currently including 22 start-ups

**Infrastructure Facilities**

- Superresolution Light Microscopy
- Nanofabrication Clean Room
- Nanotherapeutics Platform
- HT Drug Discovery

**Math, Physics, Chemistry, Biology, Medicine, Engineering**
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 reservations in 2017
- UCLA, other academic, external industry users
- Highly leveraged for grants & contracts
The Nanoscience Institute has reached over 350 teachers from over 200 local schools, and impacts an estimated 1000 to 2000 students each year.

Teacher Training Workshops

High School Summer Programs – Since 2011

Grades 6-12 nanotech entrepreneurship competition

UCLA entrepreneurship courses

Career Center and TEDx events

Cutting-edge technical training

Public nanoscience outreach events

World-class seminar series + conferences

Scientific Seminars and Outreach

Entrepreneurship and Career Training

Scientific Training
Get in touch!

Rita Blaik, PhD
rita@cnsi.ucla.edu

Questions?
• Contact us at postdoc@grad.ucla.edu

Coming up... UAW 5810 Orientation