POSTDOCTORAL SCHOLARS ORIENTATION

WINTER 2018

UCLA GRADUATE DIVISION
POSTDOCTORAL SCHOLARS APPOINTMENTS AND SERVICES
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.
https://grad.ucla.edu/postdocs
Postdoctoral Scholar UC-UAW Contract

• Ratified October 17, 2016 between UC and UAW.
• 4-year contract for title codes 3252, 3253, 3254, 3255, and 3256.
  • Title codes indicate the source of your funding.
  • The primary difference between title codes would be the tax implications.
• Implemented experienced-based salary range adjustment on December 1, 2016.
• http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html
<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>$48,216</td>
<td>$4,018</td>
</tr>
<tr>
<td>Level 1 (12-23 months)</td>
<td>$50,316</td>
<td>$4,193</td>
</tr>
<tr>
<td>Level 2 (24-35 months)</td>
<td>$52,140</td>
<td>$4,345</td>
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<tr>
<td>Level 3 (36-47 months)</td>
<td>$54,228</td>
<td>$4,519</td>
</tr>
<tr>
<td>Level 4 (48-59 months)</td>
<td>$56,400</td>
<td>$4,700</td>
</tr>
<tr>
<td>Level 5 (60-71 months)*</td>
<td>$58,560</td>
<td>$4,880</td>
</tr>
<tr>
<td>*By exception only</td>
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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 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.
  - 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.
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.
    - 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)
Other Housing Options

• Community Housing Office (CHO)
  • Free: Listings of sublets, roommates available, and roommates needed.
  • Annual Fee: Listings of shared and vacant apartments, rooms in private homes, studio apartments, guest houses, and short-term sublet available.
  • https://housing.ucla.edu/community-housing
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

• UCLA Child Care Resource Program
  • Weekly “Choosing Child Care” forum
    • First Mondays of the month at noon
    • Bruin Resource Center (SAC, B44)
  • Provides child development information and off-campus resources to UCLA families
Wellness Resources

• Mindful Awareness Research Center (MARC): http://marc.ucla.edu/free-drop-in-meditation

• UCLA Recreation:
  • FitZones: http://www.recreation.ucla.edu/Portals/41/Documents/FitZone_Winter_2018.pdf
  • Fit Breaks: http://www.recreation.ucla.edu/Portals/41/PDF%20Files/FitBreaks_winter_18.pdf
  • Bruin Health Improvement Program (BHIP & BHIP Mindfit)
    • Subscribe to mailing list for announcements: http://recreation.ucla.edu/fitwell

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

- Faculty Center: [https://facultycenter.ucla.edu](https://facultycenter.ucla.edu)
- BruinCard Services: [https://secure.bruincard.ucla.edu](https://secure.bruincard.ucla.edu)
- Central Ticket Office: [https://tickets.ucla.edu](https://tickets.ucla.edu)
- International Scholar Resources
  - Dashew Center: [http://internationalcenter.ucla.edu](http://internationalcenter.ucla.edu)
Graduate Student and Postdoctoral Scholar Case Manager

• Armando Flores, ASW
  • E-mail: aflores@grad.ucla.edu
  • Phone: 310-206-1158

• Meets 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 concerns
• Difficulty adjusting to a new environment
• Intellectual property concerns
• Consultation regarding other personal/departmental concerns
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.
Referral for Students in Crisis

Email: CRTeam@ucla.edu

Phone: 310-825-7291

Website: http://studentincrisis.ucla.edu
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
- Equity, Diversity, and Inclusion Office: https://equity.ucla.edu
- LGBT Campus Resource Center: http://lgbt.ucla.edu
- Office of Ombuds Services: http://ombuds.ucla.edu
- Students with Dependents Program: http://swd.ucla.edu
Making a Professional Development Plan for UCLA Postdocs

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

Brittany Jackson, M.A.
Administrative Specialist for Professional Development and Postdoctoral Scholar Initiatives
What is Professional Development?

UCLA Professional Development Core Competencies

- **Project Management, Leadership & Collaboration**: Students will have skills to generate feasible projects, work in teams & operate independently.
- **Self-Assessment & Development**: Students will have knowledge on healthy work habits and personal skills.
- **Teaching & Mentorship**: Students will have the skills to be effective teachers and mentors to their students & peers.
- **Communication Skills**: Students will be able to address and communicate with diverse audiences.
- **Scholarly Expertise & Integrity**: Students will have mastered the skills necessary to conduct highly regarded and intelligible work in their area of study.
- **Career Path Preparation**: Students will feel confident and empowered to explore, pursue and apply for their chosen path.
Figuring Out What You Need

What are your skill strengths?
Where are your PI/Mentor's training strengths?

**Career Path Preparation**
- Exploring Career Options
- Acquiring Career Experience
- Professional Etiquette
- Preparing Application Documents:
  - CV
  - Resume
  - Cover Letter
  - Teaching Statement
  - Research Statement
  - Diversity Statement
- Networking
- Job and Internship Search
- Interviewing Skills
- Negotiation Skills

**Communication Skills**
- Scholarly Writing
- Oral Presentation
- Communicating with Diverse Audiences
- Digital Literacy
- Using Social Media to promote your science and/or career

**Self-Assessment & Development**
- Wellness and Life Balance
- Assessing your Values, Knowledge and Interests to identify potential career directions
- Assessing Your Transferable Skills
- Financial Literacy
- Success and Socialization in your Program/Dep't
- Transitioning from Training to a Professional Career
Figuring Out What You Need

What are your skill strengths?
Where are your PI/Mentor's training strengths?

Project Management, Leadership and Collaboration
- Entrepreneurship
- Grant Writing
- Budget Management
- Time Management
- Delegation
- Teamwork (each team member contributing a different portion of a communal project)
- Collaboration
- Conflict Management
- Valuing and Promoting Diversity

Teaching and Mentorship
- Pedagogical Methods and Teaching Philosophy
- Syllabus and Course Design
- Leading and Facilitating Active Learning
- Learning and Skill Assessment
- Advising and Role Modeling
- Assessing Effectiveness of Teaching or Mentoring Strategies

Scholarly Expertise and Integrity
- Command of Disciplinary Knowledge/Scholarship
- Familiarity with Interdisciplinary Knowledge/Scholarship
- Command of Research Methods in Field & Adjoining Fields
- Collaborative Research
- Familiarity with Ethical Norms (attribution, shared authorship, subject well-being, responsible conduct of research, presenting data accurately)
- Civility in Scholarly Exchange and Pedagogy
Activity: Figuring Out What You Need

Consider where you already have strengths and what skills/areas could use more focus.

<table>
<thead>
<tr>
<th>Career Path Preparation</th>
<th>Communication Skills</th>
<th>Self-Assessment and Development</th>
<th>Project Management, Leadership and Collaboration</th>
<th>Teaching and Mentorship</th>
<th>Scholarly Expertise and Integrity</th>
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<tr>
<td>Exploring Career Options</td>
<td>Scholarly Writing</td>
<td>Wellness and Life Balance</td>
<td>Entrepreneurship</td>
<td>Pedagogical Methods and Teaching Philosophy</td>
<td></td>
</tr>
<tr>
<td>Acquiring Career Experience</td>
<td>Oral Presentation</td>
<td>Assessing your Values, Knowledge and Interests to identify potential career directions</td>
<td>Grant Writing</td>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td>Professional Etiquette</td>
<td>Communicating with Diverse Audiences</td>
<td>Time Management</td>
<td>Budget Management</td>
<td>Familiarity with Interdisciplinary Knowledge/Scholarship</td>
<td></td>
</tr>
<tr>
<td>Preparing Application Documents:</td>
<td>Digital Literacy</td>
<td>Teamwork (each team member contributing a different skillset to a communal project)</td>
<td>Teamwork</td>
<td>Command of Disciplinary Knowledge/Scholarship</td>
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</tr>
<tr>
<td>CV</td>
<td>Using Social Media to promote your science and/or career</td>
<td>Delegation</td>
<td>Collaboration</td>
<td>Collaboration in Scholarly Exchange and Pedagogy</td>
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<tr>
<td>Resume</td>
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<td>Teamwork</td>
<td>Success and Socialization in your Program/Dept’</td>
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<tr>
<td>Cover Letter</td>
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<td>Translating from Training to a Professional Career</td>
<td>Developing</td>
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<tr>
<td>Teaching Statement</td>
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<td>Teamwork</td>
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<td>Research Statement</td>
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<td>Delegation</td>
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<td>Diversity Statement</td>
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<td>Teamwork</td>
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<td>Networking</td>
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<td>Delegation</td>
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<td>Job and Internship Search</td>
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<td>Teamwork</td>
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<td>Interviewing Skills</td>
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<td>Delegation</td>
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<tr>
<td>Negotiation Skills</td>
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<td></td>
<td>Teamwork</td>
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</tbody>
</table>

Instructions:
- Place a check mark next to skills/areas in which you already have proficiency
- Highlight skills/areas you need to further develop in order to meet your short and long term goals
- Circle skills/areas in which your PI/Mentor and/or research group has strength in providing guidance, training, or is serving as a resource to you
Activity:
Professional Development Timeline & Action Plan

• Page 12-13 in the Career Preparation Toolkit
• What is your professional development plan?

Pair up and place your developmental areas onto the appropriate spots on your timeline
Activity: Professional Development Networking Plan

Mentor/Network

Who do you want at your table?
Mentor/Network

Example 1:
Someone working toward a career in industry

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

**Example 2:**
Someone working toward a research and teaching faculty position
Activity: Professional Development Networking Plan

Mentor/Network

Who do you want at your table?

Place the people you plan to add to your network in the appropriate spots on your timeline.
Activity: Map Resources onto Plan

Identify the UCLA and other resources that can help you meet your professional development needs – when/where?
Core Programs

Core Curriculum
Networking, job search, applying, interviewing and negotiating skills

Careers in... Series or Scholars@Work Series
Career exploration panels with invited professionals in a variety of relevant careers

MyIDP Workgroup Series or ImaginePhD Workshop
Build an individual development plan (IDP) and set goals to achieve the career path that fits you best

Professional Etiquette Dinner
Learn rules for navigating a professional lunch or dinner as part of an interview or networking process

Annual Conferences
UCLA Career Conference
Discipline Specific Professional Development Conferences
Academic Job Market Summer Intensives
Discipline-Specific Career Development

Research & Funding Resources

Groups to Join for Training, Networking & Resources
Online Home for Professional Development
Resources for Postdoctoral Scholars
www.grad.ucla.edu/careerhub
Mailing Lists To Join

**UCLA 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

**Office of Postdoctoral Affairs in the Biomedical and Life Sciences**
- Monthly newsletter and announcements just for UCLA Postdocs in bioscience disciplines
- Join at: www.biomedpostdoc.ucla.edu
Social Media

Follow for Info and Advice:

• UCLA Career Commons for Advanced Degree Professional Development
  Facebook Page (common page for all PhD-career development to cross-post)

• Office of Postdoctoral Affairs for the Biomedical and Life Sciences
  Facebook Page (for events and announcements)
  Director'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
Individual Development Plans (IDPs)
http://grad.ucla.edu/careerhub/individual-development-plans/

IDP Workshops (Offered Quarterly)
• An individual development plan (IDP) helps you explore career possibilities and set goals to follow the career path that fits you best. This interactive session works with the MyIDP online tool.

ImaginePhD (Offered Quarterly)
• A free online tool that facilitates career exploration by inviting users to evaluate and reflect on their own skills, values and interests and to investigate related career opportunities.

An annual IDP is a requirement for NIH-funded trainees as of October, 2014. PIs should participate in an IDP process if requested by the postdoc. In addition, postdocs may request a written assessment of research goals and progress expectations for the coming year. For more information, see Article 9.
Final Activity

1. Using the timeline you have developed, add in UCLA resources and event offerings that you plan to utilize to continue developing your skill set.

2. Share with a partner.
Questions?

• Contact us at postdoc@grad.ucla.edu

Coming up… UAW 5810 Orientation