

Welcome UCSF Postdocs!

July 31, 2019

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Assistant Dean for Postdoctoral Scholars
Adjunct Assistant Professor, Social and Behavioral Sciences



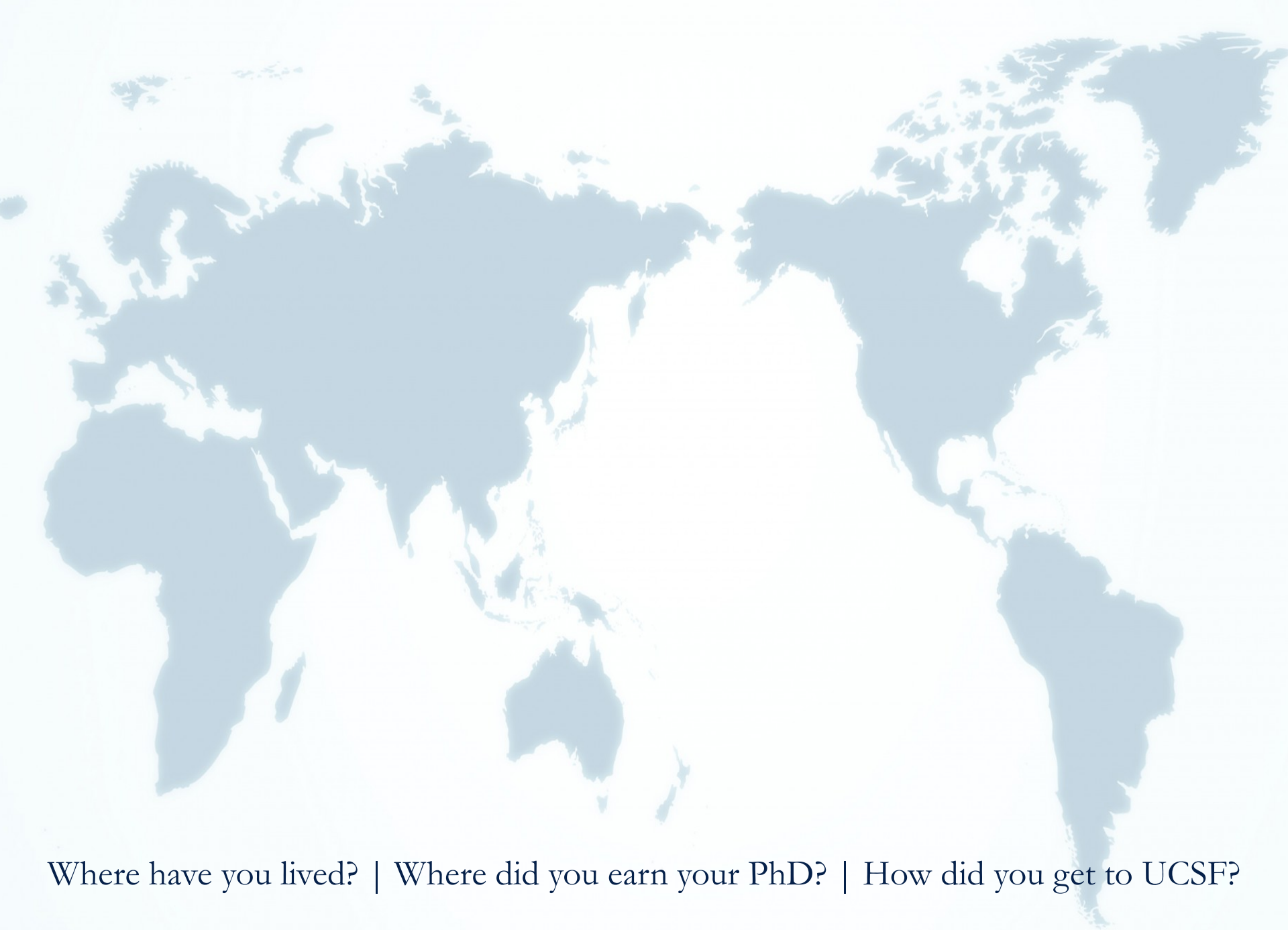
Agenda

- 1:30 – 1:35 **Welcome**
- 1:35 – 2:15 **Office for Postdoctoral Scholars** (Gabriela Monsalve)
- 2:15 – 2:20 **Office of the Ombuds** (Jeff Anderson)
- 2:20 – 3:20 **Planning for Success After UCSF** (Bill Lindstaedt)
- 3:20 – 3:35 Break
- 3:35 – 4:05 **Human Resources Postdoc Services** (Esther Carter)
- 4:05 – 4:25 **Library Research Resources** (Ariel Deardorff)
- 4:25 – 4:30 **Postdoctoral Scholars Association** (Oleta Johnson) **& Evaluation**
- 4:30 – 5:00 **UAW presentation** (Aviva Fields)
- 5:00 – ?? **PSA-sponsored Happy Hour at Oda!**

Learning Objectives

After this workshop, you will be able to:

- Identify another postdoc not in your research group, and describe how they got to UCSF
- Describe UCSF resources and services that can support your research, personal, and professional goals
- Choose UCSF resources that will be important for finding and securing research funding
- Prioritize UCSF resources that are important to support your needs and responsibilities
- Extend your professional network and begin building your community here at UCSF!



Where have you lived? | Where did you earn your PhD? | How did you get to UCSF?

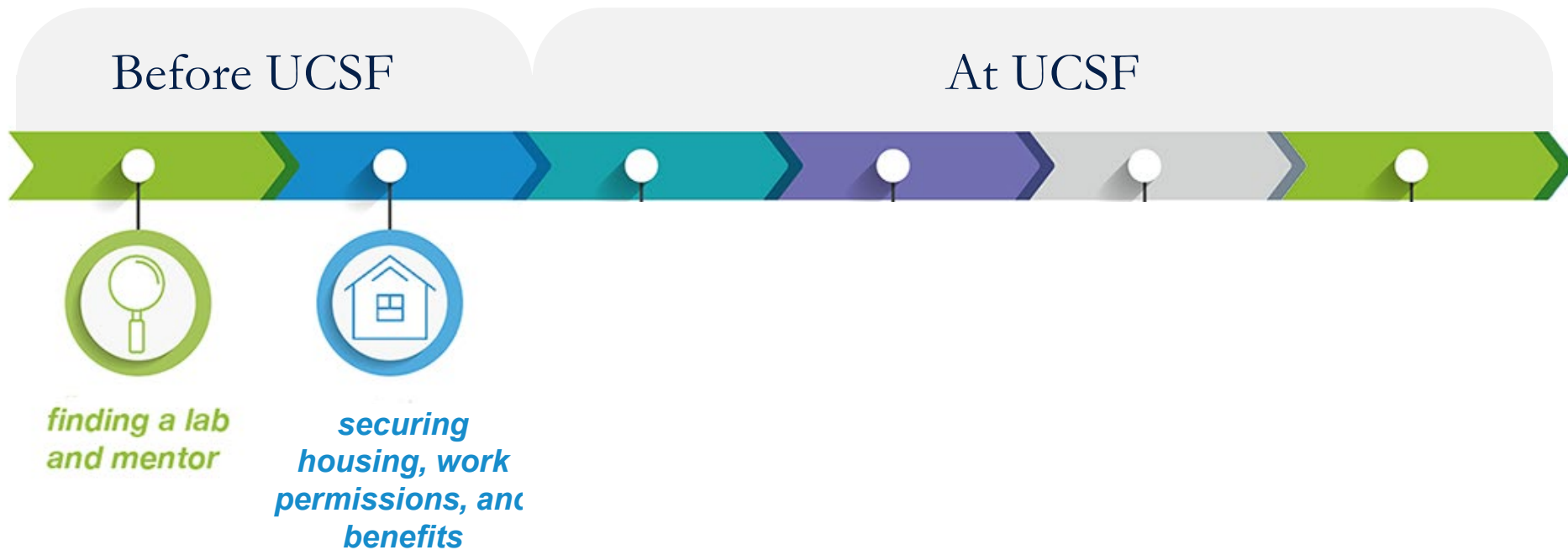
The Postdoc Timeline

Before UCSF

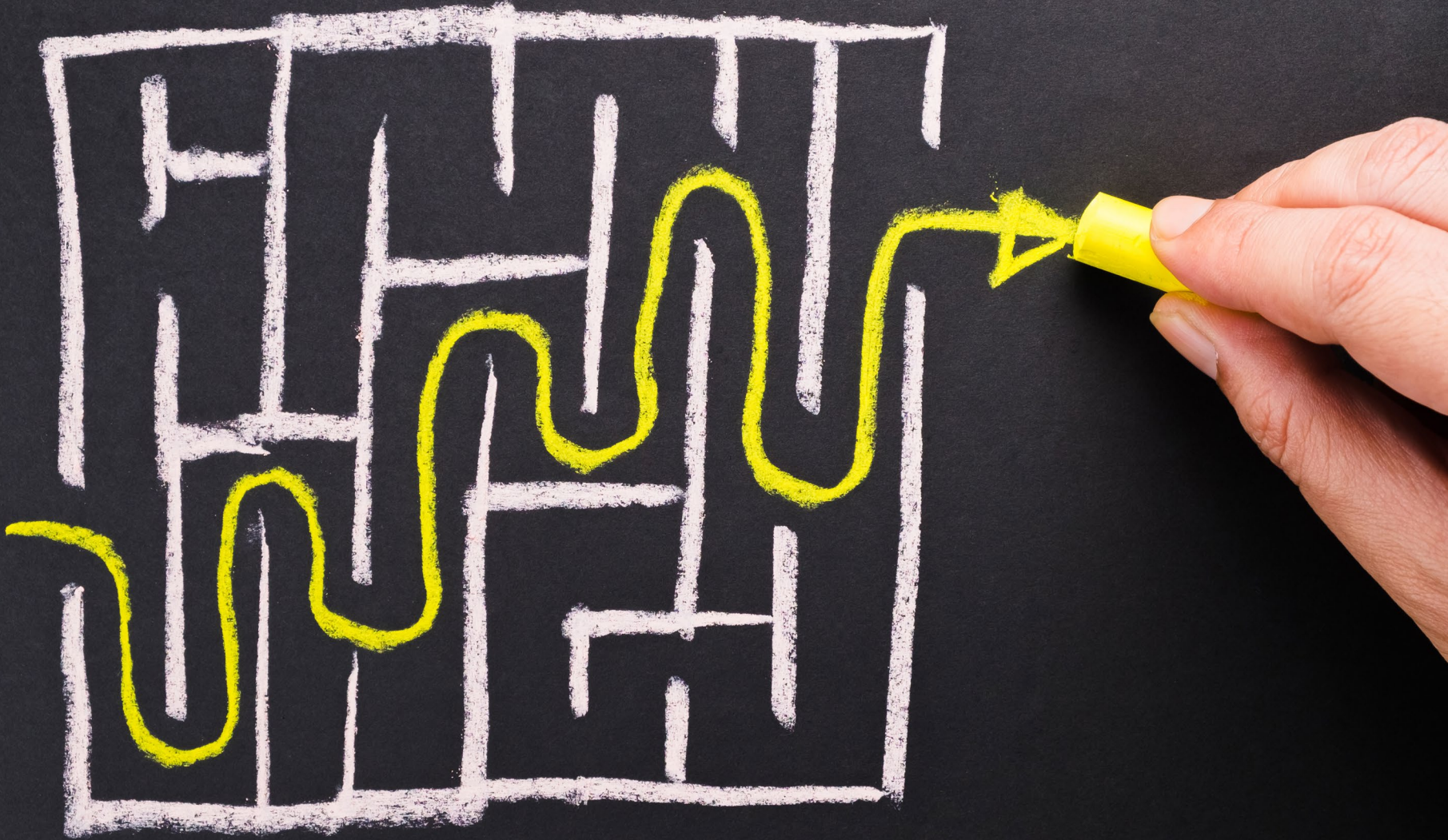


*finding a lab
and mentor*

The Postdoc Timeline



You Need to Navigate UCSF to be Successful in Your Postdoc!



When in Doubt, Start Here!

Office for Postdoctoral Scholars

- **Advocates** for postdocs at UCSF
- **Builds up** the postdoc community
- **Counsels** postdocs, faculty, and staff



***setting up
for success***





***setting up
for success***

Strengthen and Harmonize Your Postdoc Experience

Campus Life Services

- UCSF and off-campus housing
- UCSF gym and recreation
- MyFamily and SitterCity
- Transportation to and from UCSF
- Ergonomics and Human Factors Program

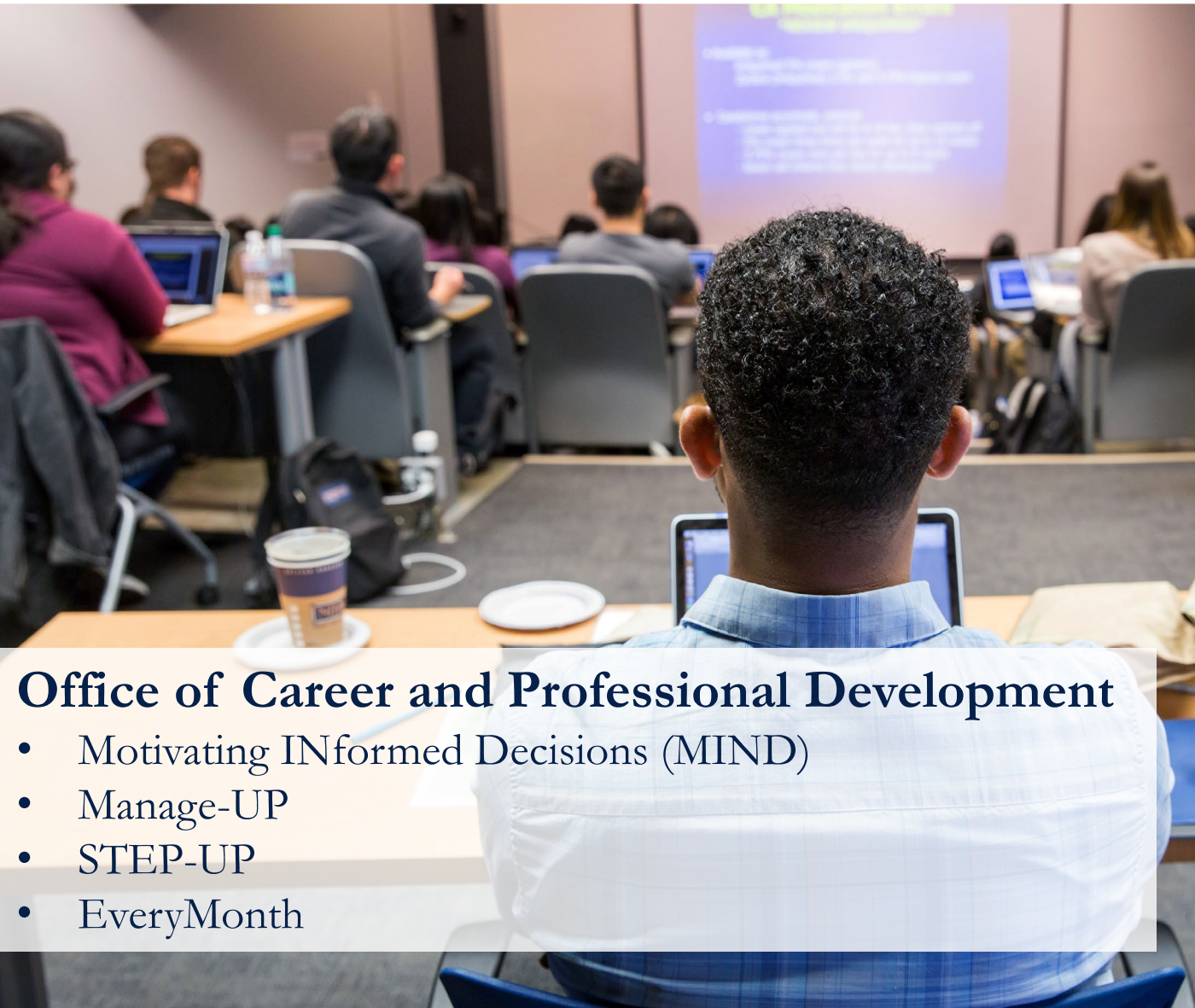
HR Postdoc Services Team

- Terms of your postdoctoral appointment
- UC Postdoc Scholars Mental and Health benefits plans
- Disability Services

Accelerate Your Training



*setting up
for success*



Office of Career and Professional Development

- Motivating INformed Decisions (MIND)
- Manage-UP
- STEP-UP
- EveryMonth

Define

- Your Postdoctoral Advisor(s)
- Your research colleagues
- Research Development Office (RDO)
- UCSF Library

Fund

- Research Development Office (RDO)
- Research Management Services (RMS)

Build

- Your Postdoctoral Advisor(s)
- Your Departmental Administrators
- Your research colleagues
- Information Technology (IT)
- Environmental Health and Safety (EH&S)
- UCSF Core Facilities (Research Resource Program)

Maintain

- Responsible Conduct of Research Course (RCR-PS)
- Environmental Health and Safety (EH&S)



*driving your
research*

Let's Test Your Knowledge!





Sandeep recently accepted a postdoc position in Dr. Awesome's world-renowned immunology lab at UCSF. Sandeep has always been an exceptional student and scientist - balancing multiple personal and work demands with ease. At postdoc orientation, Sandeep met Ash, and found out that Ash is applying for a very prestigious and competitive B.M. Singleton Foundation postdoc fellowship. Applications are due in 6 months. Sandeep would also like to apply, but doesn't know where to begin.

- **What should Sandeep do?**
- **What resources are available for Sandeep?**

Cultivating Your Community



settling in

Office for Postdoctoral Scholars

- Postdoctoral Scholars Association (PSA)
- Postdoctoral Interest Groups (PDIGs)
- National Postdoctoral Association (*free UCSF membership!*)
- UCSF Graduate Division

Office of Career and Professional Development

- Motivating INformed Decisions (MIND) Program

Office of Diversity and Outreach

- LGBT Resource Center, GQA
- Multicultural Resource Center

Additional Campus Organizations

- International Students and Scholars Office (ISSO)
- UCSF Improv
- Women in Life Sciences (WiLS)
- UCSF Connect

Empowering Through Partnerships



settling in



- Faculty and Staff Assistance Program (FSAP)
- Campus Advocacy Resources and Education (CARE)
- OMBUDS
- International Students and Scholars Office (ISSO)
- UCSF's MyFamily



Sandeep is eager to get started on the right foot at UCSF. In fact, their PI has told them during their last meeting that getting a prestigious fellowship is essential for staying in academia. However, Sandeep is starting to get a bit overwhelmed with all of their responsibilities. The most affordable apartment Sandeep found is in Concord, and the 1.5hr+ commute each way is draining. In addition, Sandeep's mother's recent accident means that Sandeep also needs to figure out how to cover the cost of their mother's disability care.

- **What should Sandeep do?**
- **What resources are available for Sandeep?**

Preparing for Your Career Transition



*launching
into a great
next step!*

Office of Career and Professional Development

- EveryMonth
- PAC-UP





Sandeep succeeded in earning a fellowship, and in securing campus housing, which significantly improved their postdoc experience! In fact, Sandeep wants to build a career in the Bay Area. However, Sandeep spent so much time focused on their research and personal responsibilities, and doesn't really know what career options exist. All Sandeep knows is that they need to find a job that would earn them enough money to pay for their mother's care. Sandeep doesn't want to ask their PI what to do, as they don't want the PI to think that they aren't serious about their research.

- **What should Sandeep do?**
- **What resources are available for Sandeep?**

On your note card...

1. Name one person you met today, and where they got their PhD

2. One thing you learned

3. One question you still have



Remember, when in doubt...



A hand-drawn maze on a blackboard. A yellow path is drawn through the maze, starting from the left and ending at the right. A hand is holding a yellow marker, drawing the path. A yellow arrow points from the top left towards the start of the path.

Start with
the
Postdoc
Office!

*We are
here to
help
YOU*



University of California
San Francisco

Office of the Ombuds

July 31, 2019

Postdoc Orientation

Presented by Jeff Anderson, JD, MDR, Associate Ombudsperson

The Mission of the Office of the Ombuds

To humanize the experience of working and learning at UCSF by providing a

- confidential
- impartial
- Informal
- independent

problem-solving resource to UCSF faculty, staff, students, post-docs and clinical trainees predicated on the principles of fairness, equity and respect.

Types of services offered:

- Individual
- Two or more persons
- Group facilitation and trainings

The Big 6: Most Frequent Themes that Visitor Bring to Office of the Ombuds

- Communication
- Respect
- Recognition
- Role clarity
- Style
- Trust



Office of the Ombuds

415.502.9600

POSTDOC/TRAINEE HR SHARED SERVICES UCSF HUMAN RESOURCE

Laurel Heights Campus

3333 California Street, San Francisco, CA 94118

HR Postdoc/Trainee Shared Services

Human Resources

- Esther Carter, Director
- Kristen Vogt, Lead Postdoc HR Generalist
- Aurora Breganza, Postdoc HR Generalist
- Willie Mok, Postdoc HR Generalist
- Chrystyne (Chryss) Rayrao, Postdoc HR Generalist
- Susana (Susy) Velasco, Postdoc HR Generalist
- Paty Vu, Postdoc HR Generalist
- Eric Fethe, Postdoc HR Generalist

Our Office is responsible for:

- All terms of employment, including:
 - ▣ UC Academic Policies
 - ▣ Union Contract interpretation/guidance/implementation
 - ▣ Related regulations and compliance
- Managing the onboarding/offboarding processes
- Coordinating and facilitating appointments/reappointments
- Coordinating visa sponsorship process between Department/scholars/ISSO
- Administering Compensation/Benefits packages
- Facilitating Paid/Unpaid Leaves of Absence

In partnership with:

Office for Postdoctoral Scholars (OPS) within the Graduate Dean's Office

- Orientation of Postdocs (IDP/Mentorship)
- Career Development
- Advising Services for Individual Postdocs

Labor and Employee Relations (LER)

- Respond to Union/Postdoc issues (grievances, performance issues, etc.)
- Guide campus supervisors/PI's with performance management issues
- Represent UCSF in Labor Contract negotiations

UCSF International Students and Scholar's Office (ISSO)

- Providing the highest quality of service in areas that support the social, cultural, and immigration needs of the UCSF international community.

University of California Office of the President (UCOP – System-wide)

- University governance and administration

Appointment Details

- Postdoc appointments are temporary and have fixed end dates; appointments are typically offered one year at a time.
 - ▣ The first reappointment into the Postdoc-Employee title may be for two years.
 - ▣ A reappointment in the Postdoc-Fellow or Paid Direct may follow the duration of the fellowship or award.
- The total duration of an individual's Postdoc service may not exceed five years, including service at other institutions.
 - ▣ A sixth year may be offered by exception.

Postdoctoral Scholar Titles

There are four different Postdoctoral Scholar titles:

- Postdoc-Employee, Title Code 3252
 - Salary is supported by general funds, contract/grants, or other University discretionary funds.
- Postdoc-Fellow, Title Code 3253
 - Salary is funded by a stipend from a fellowship or training grant offered by an extramural agency.
- Postdoc-Paid Direct, Title Code 3254
 - Salary is paid to the Postdoc directly from an extramural agency.
- Interim Postdoc- Title Code 3256
 - Recent UC graduate working on completing graduate research.

Postdoctoral Scholar Titles Changes

Oftentimes, a Postdoc will be appointed into several different Postdoc titles over the course of their total time as a Postdoctoral Scholar.

- Changing titles will not affect your health benefits enrollments, you will not need to re-enroll nor can you make a change upon transitioning titles or upon reappointment.
- A title change, however, might affect how you pay your benefits premiums- Postdoc-Paid Directs will be billed directly for payment by the University.

Title Changes Continued...

- Changing titles may affect your tax deductions.
 - Taxes are removed from Postdoc-Employee salaries, not from Postdoc-Fellow fellowships or Postdoc-Paid Direct awards.
 - Fellows and Paid Directs are responsible for self-reporting.
- A title change may affect your ability to contribute to DCP or affect your total contribution amount.
 - Similarly affected- The ability to participate in the voluntary retirement savings plans.

Reminder: Retirement Plan Participation

- Certain Postdocs contribute to the UC's Defined Contribution Plan (DCP) as “Safe Harbor” participants in lieu of paying Social Security taxes.
 - ▣ Participants automatically contribute, on a monthly pre-tax basis, 7.5% of their wages.
- Postdoc-Employees are automatically enrolled in DCP Safe Harbor.
 - ▣ They have the option to enroll in a 403b and/or 457b voluntary retirement savings plan, as well.
 - ▣ Non-Resident Aliens do not contribute to DCP Safe Harbor until the Substantial Presence Test has been passed and their status has been updated to Resident for Tax Purposes.
- Postdoc-Fellows and Paid Directs without a concurrent Postdoc-Employee appointment are not eligible for participation in any of the UC's retirement plans.

Current Postdoc Contract- 10/17/2016 - 9/30/2020

- The UC salary scale matches the NIH Experience Scale but begins at step 2 of the NIH Scale, providing a wage increase of 10% for entry-level Postdocs
- Annual increases, including salary range adjustments tied to the NIH scale
- 24 days of PTO, 12 days of Sick Leave, 13 UC Holidays
- Benefits for Postdocs and dependents, including Medical, Dental, & Vision
- Family friendly support - Four weeks of Paid Parental Leave
- Additional appointment security for Postdocs who are appointed beyond one year
- Improved protections for Postdocs who have complaints about sexual harassment

TABLE 23
Postdoctoral Scholar - Employee
Postdoctoral Scholar - Fellow
Postdoctoral Scholar - Paid Direct
Interim Postdoctoral Scholar - Employee

Postdoctoral Scholar Experience-Based Salary/Stipend Minimum
FISCAL YEAR

Appointment Step for Postdoctoral Scholar Experience Level	Minimum Rates Paid for Experience Level			
	6/1/18		12/1/18	
	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Level 0 (0 - 11 months)	49,188	4,099.00	50,760	4,230.00
Level 1 (12 - 23 months)	51,324	4,277.00	52,896	4,408.00
Level 2 (24 - 35 months)	53,184	4,432.00	54,756	4,563.00
Level 3 (36 - 47 months)	55,308	4,609.00	56,880	4,740.00
Level 4 (48 - 59 months)	57,528	4,794.00	59,100	4,925.00
Level 5 (60 - 71 months)*	59,736	4,978.00	61,308	5,109.00

Comp Group B69

* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.

Reminder: Leave Reporting in HBS

- HBS is an online timekeeping system that Postdoctoral Scholars use to report PTO, Sick Leave, or other paid or unpaid leave usage.
 - ▣ Postdocs are awarded their full PTO/Sick Leave balances at the beginning of your appointment.
 - ▣ PTO is “use it or lose it”, unused Sick Leave balances will roll over to the next appointment period.
- Leave must be reported in whole day increments; Postdocs do not need to report leave usage for absences of less than day.
- Postdocs must submit their timesheets monthly, this action must be taken by the 5th business day of the following month.

Leave Reminders Continued...

- Postdocs are eligible for Medical Leaves, with or without pay, include Pregnancy Disability Leave, Family and Medical Leave (FML), and Disability Leave.
- Requests for Leave should be submitted to HR sufficiently in advance of the requested leave date whenever possible.
 - ▣ For Pregnancy Disability (Maternity) Leaves, please inform Postdoc HR roughly 3 months in advance of your due date.

Reminder: UCSF PeopleConnect

UCSF PeopleConnect

Your employee portal for HR information and actions

For Managers: toggle to a manager persona to make a request about your employees

Home
Your landing page, linking you to resources relevant to you

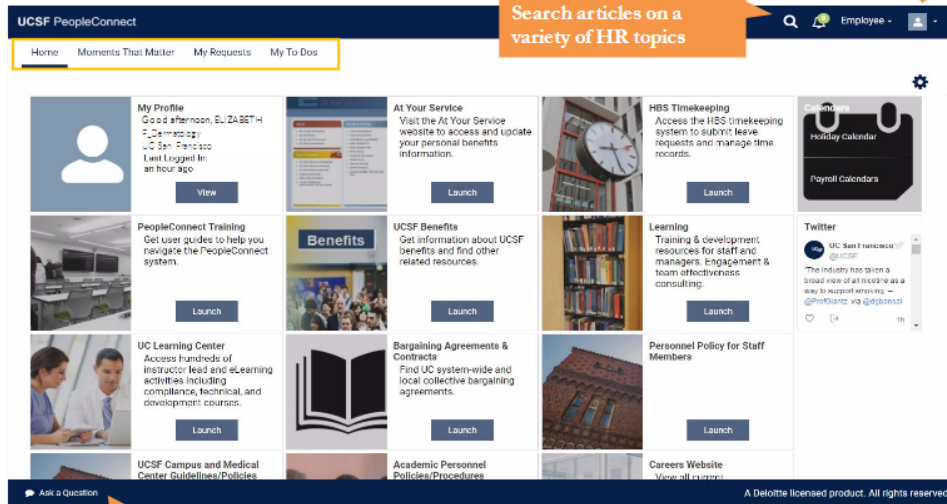
Moments That Matter
Self-guided checklists to navigate important changes

My Requests
See the status of all your HR requests

My To-Dos
Keep track of important actions you need to take with HR

Search articles on a variety of HR topics

Click on the cog to re-size, re-order, or hide tiles and personalize your homepage



Ask a question to narrow your search, or submit a confidential request to HR

Find PeopleConnect at <https://ucsf.connectmehr.com>
Login with your MyAccess credentials
Visit the training tile on your PeopleConnect homepage

UCSF Human Resources

Questions?

Contact Information:

- Esther Carter, Director, Esther.Carter@ucsf.edu
- Aurora Breganza, Aurora.Breganza@ucsf.edu
- Willie Mok, Willie.Mok@ucsf.edu
- Chrystyne (Chryss) Rayrao, Chrystyne.Rayrao@ucsf.edu
- Susana (Susy) Velasco, Susana.Velasco@ucsf.edu
- Paty Vu, Paty.Vu@ucsf.edu
- Eric Fethe, Eric.Fethe@ucsf.edu

Thank you!

What Every Postdoc Should Know About the Library

Postdoc Orientation

Ariel Deardorff, PhD
Data Services Librarian
Data Science Initiative
UCSF Library

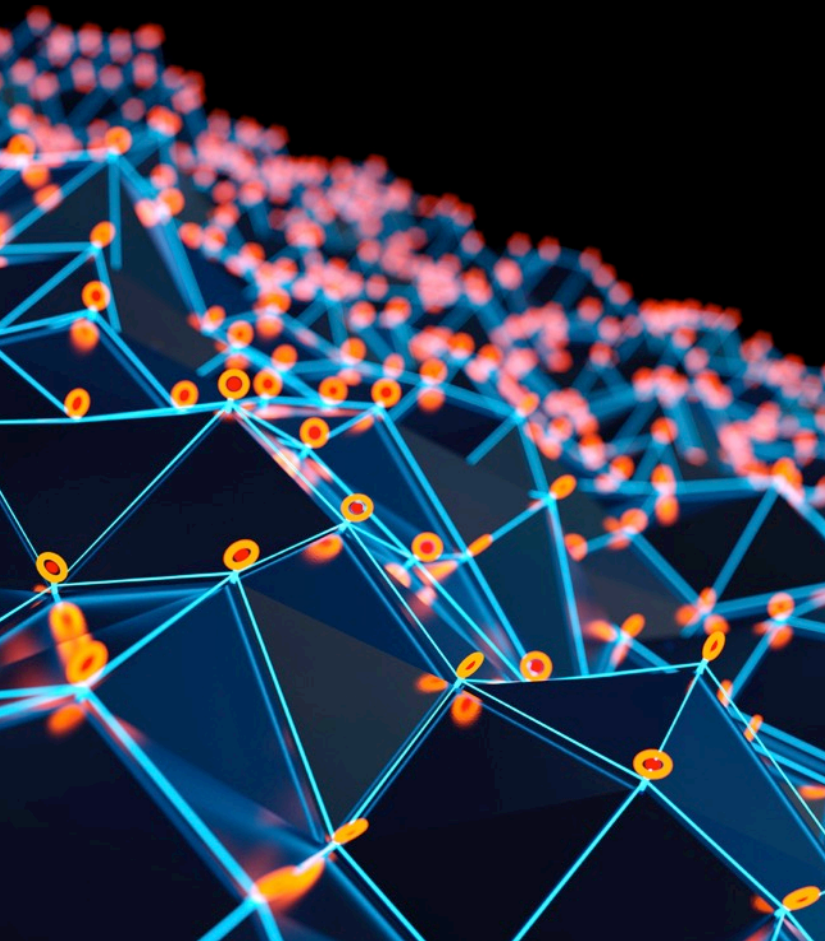


We are here to help you!

We can help you with:

- Data Science
- Literature Searching
- Publishing & Open Access
- Online Collections
- Off-campus Access

www.library.ucsf.edu



Data Science Initiative

We offer classes, workshops, and consultations in:

- Programming: Python, R, SQL, Unix
- Bioinformatics and statistics
- Data visualization
- Finding, managing, and sharing data
- Reproducibility and open science



Finding and managing literature

We offer classes, workshops, and consultations in:

- EndNote & Refworks
- PubMed, Web of Science, & Embase
- Pivot: Funding Database
- Systematic Reviews
- Copyright



Publishing & Open Access

We offer online resources and consultations in:

- NIH and UC Open Access Mandates
- Open Access Fund
- Publishing discounts
- Publishing and research impact tools



Online collections

The library website is a portal to thousands of biomedical journals and databases, plus:

- Hundreds of ebooks
- Historical records and photos
- Tobacco and chemical industry documents



Off-campus Access

Working off-campus?

- Get remote access through the Library



Use our spaces!

We have spaces for different needs:

- The Hub
- Mission Bay Library
- Living Room & Caffé Central
- Makers Lab
- The Music Room
- Tech Commons



The Hub

- Mission Bay campus
- Interactive and quiet work spaces
- Open tables
- Lounge seating
- Large whiteboard wall
- Quiet study room
- Computer treadmills
- Stationary bike desks
- Printer

FAMRI Library

Mission Bay Library (FAMRI)

- Computer Lab
- Open work tables
- Printers

What Every Postdoc Should Know About the Library

UCSF Library



Living Room & Caffé Central

- Parnassus Library
- Interactive space
- Comfortable seating
- Computer stations
- Printers
- Group study areas
- Whiteboard walls
- Library café – Caffé Central



The Makers Lab

- Parnassus Library
- 3D Printing & Scanning
- Arts and Crafts
 - Knitting, sewing, legos, buttons, and more
- Programmable Electronics
 - Arduino, Raspberry Pi, Sphero and more
- Pop-ups
- Group visits & Team building



The Music Room

- Parnassus Library
- Reservable
- Equipped with a piano, bench, and music stand
- Bring your own acoustic instruments



Tech Commons

- Parnassus Library
- Reservable classrooms
- Reservable AV equipment
- Digital media workstations
- Printers
- Walkstations
- Laptop-ready stationary bikes
- Group study rooms

Contact me

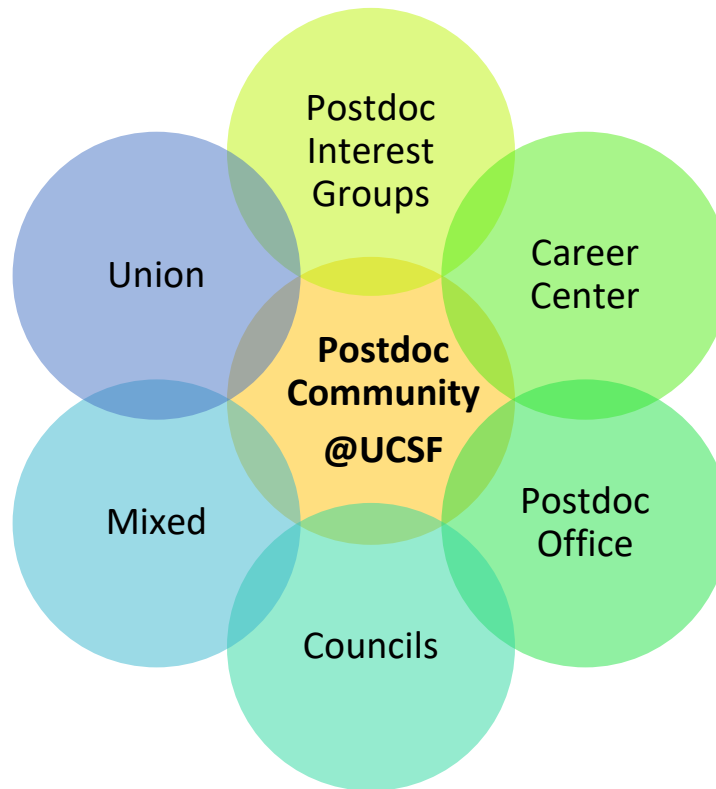
Ariel Deardorff
Data Services Librarian
ariel.deardorff@ucsf.edu



UCSF Library

www.library.ucsf.edu

Postdoc Community @UCSF



2019-2020 PSA Leadership Board



Board members:

- Lin Song (Chair)
- Gaia Andreoletti (Events Officer & Social Media)
- Mariana Gomez Schiavon (Communications officer)
- Rigney Turnham (Finance Officer)
- Huawei Liu (Outdoor Activities Officer)
- Oleta Johnson (Secretary)



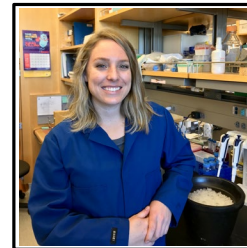
Lin



Gaia



Mariana



Rigney



Huawei



Oleta

Looking for:

- Co-chair
- Social Media
- Other Ideas? Let us know!

There are always opportunities to get involved!

Postdoc Interest Groups (PDIGs)



PDIGs provide UCSF postdocs opportunities to organize into groups and build community.

PDIGs are funded by the Office for Postdoctoral Scholars and administered by the Postdoctoral Scholars Association (PSA). <https://psa.ucsf.edu/pdigs>

Procedure:

- STEP 1:** Two or more postdocs gather to form an interest group (science-related, fun, social, or virtually any topic).
- STEP 2:** Submit an online application form. Ensure to provide a justification for funding (e.g., refreshments for a meeting, etc).
- STEP 3:** The PSA will hold a general meeting to assess applications and applicants will receive an email notification regarding the approval of the application.

2018-2019 PDIGs



- c.a.f.e. (coffee alliance for exploration)
- Cognitive Neuroscience @UCSF
- Consulting Club
- Live Paper
- Molecular Imaging at UCSF
- Postdoc Book Club
- Women in Science
- Women Postdocs Problem-Solving Groups (WPPSG)
- Workshop in Mathematical Modeling for Biology



Communication



- Website: psa.ucsf.edu
- Facebook: <https://www.facebook.com/PostdocsUCSF/>
- Twitter: [@PostdocsUCSF](https://twitter.com/PostdocsUCSF)
- Monthly events digest: send out by email and accessible at our website
- Mailing lists: POSTDOCS@LISTSRV.UCSF.EDU



Regular Events



Monthly General Meetings: Every 2nd Thursday of the month. From 5-6pm in Genentech Hall S202.

- Next one → **August 8th**

Every Third Friday of the month social –TTF (Third Thirsty Friday)

- Co-sponsored with Gladstone → Meet your fellow postdocs while enjoying FREE FOOD and Drinks → Next one is **Friday August 16th at 6pm (Oda Bar)**

Postdoc Orientation Social

- **TODAY! @5pm at Oda bar (Mission Bay)**

Bay Area Postdoc (BAP) events

- <https://www.facebook.com/bayareapostdocs>
- <http://www.bayareapostdocs.org>
- Yearly Symposium (BAP 2019 @Stanford)





University of California
San Francisco