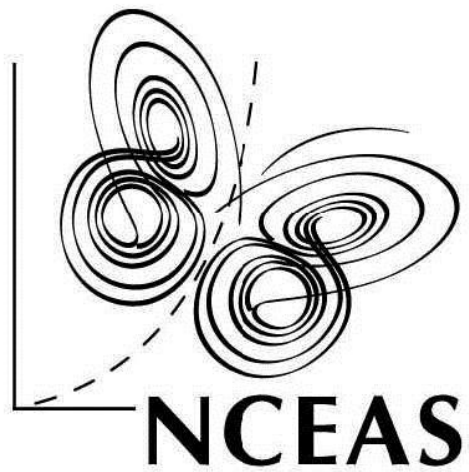


**NATIONAL CENTER FOR ECOLOGICAL ANALYSIS AND  
SYNTHESIS**

**Information for Postdoctoral Scholars**



## **Welcome to the National Center for Ecological Analysis and Synthesis (NCEAS)**

Our overall mission is to provide a setting that stimulates interactions, creativity, and productivity. Our web site (<http://www.nceas.ucsb.edu>) contains a host of information about the Center including: funded projects, a calendar of events and contact information for all NCEAS residents and staff. We **encourage you to ask the staff** if you have any difficulty finding information you need. We are here to help you make the most of your time at NCEAS.

### **APPOINTMENT**

Your initial appointment will assume a two year tenure at NCEAS broken down into two 12 month appointments. Extension for a third year may be requested when there is a demonstrated need and will require a presentation to the Scientific Advisory Board and approval from the director.

You will receive a salary of approximately \$45,461.00 during the first year at NCEAS with (the possibility for) an increase the second year.

Please note that NCEAS is currently funded through September 2012. Reappointment beyond September 31, 2012 is contingent upon renewal of support for NCEAS by the National Science Foundation.

Please follow the links below for specific regulations and formal definitions pertaining to Postdoctoral Scholars.

- UCSB Graduate Division: <http://www.graddiv.ucsb.edu/postdoctoralscholars> At this site you will find all the official definitions, payroll information and other information pertaining to UCSB Postdoctoral Scholars
- Formal employment policies from the Academic Personnel Manual: <http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf>
- Postdoctoral Scholar Union Information: <http://graddiv.ucsb.edu/postdoctoralscholars/union.htm>

### **HEALTH INSURANCE**

Postdoctoral benefits are offered through Garnett-Powers and information regarding the available plans can be found on their website: [Garnett-Powers website](http://www.garnettpowers.com/postdoc) (<http://www.garnettpowers.com/postdoc>). Cyndi Richardson is currently the benefits coordinator for UCSB Postdoctoral Scholars and can be reached via email: [Cyndi.Richardson@hr.ucsb.edu](mailto:Cyndi.Richardson@hr.ucsb.edu). When you arrive at the Center you will receive a document with helpful links and information regarding the specifics of the enrollment process. Please also be in communication with the NCEAS staff who will

help you find information and direct your questions to the appropriate person(s).

Your benefit coverage begins on the first day of your appointment at the Center, even if you haven't signed up for a benefits plan by that date. You have a 30 day time period, starting on the day you were hired, in which you must sign up for the UC Postdoctoral Scholar Benefits Plan (PSBP).

### **SICK TIME AND LEAVE TIME**

As a postdoctoral scholar you will not accrue vacation time or earn sick leave. However, you are expected to take four weeks of vacation during each year and you are eligible for 12 paid sick days per 12 month appointment period. Please refer to the academic handbook (link below) for more information. <http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf> (Pages 14 through 16 detail sick leave and other forms of time off)

It is a good idea to give contact information to the NCEAS staff while you are away, if possible – you can email this information to [nceas@nceas.ucsb.edu](mailto:nceas@nceas.ucsb.edu) – in case someone is trying to reach you while you are gone.

### **DISCRETIONARY FUNDS**

You will have \$2,000 in discretionary funds the first year of your appointment, \$2,500 the second year, and \$2,500 in the third year (if applicable). Funds may not be carried over between years. This support is frequently used for travel to conferences or to meet with colleagues, conference fees, society memberships, or page charges associated with your NCEAS work. Discretionary funds cannot be used for field research. All items purchased with these funds are NCEAS' property and must remain at NCEAS when you depart. Please contact our Financial Assistant who can provide you with accounting information pertaining to these budgets. You are responsible for ensuring that expenditures do not exceed your budget. The NCEAS staff will be able answer any questions and keep you updated with account information.

### **MENTORSHIP FUNDS**

NCEAS Postdoctoral Scholars don't have official mentors in residence at the Center. You will have \$2000 during your tenure at NCEAS that you may use for travel expenses to meet with senior scientists for specific mentoring purposes. You must receive approval from the Deputy Director or Director prior to using these funds. Please be aware that one of the greatest benefits of working at NCEAS is your access to visiting scientists, to your fellow resident scientists at NCEAS, and to faculty at UCSB. We encourage you to interact regularly with UCSB faculty, Center Fellows (sabbatical visitors), and with Working Group participants.

### **SCHOLARLY ACTIVITIES**

Your primary responsibility while at NCEAS is to fulfill your goals regarding scholarly research, as outlined in your proposal. It is your responsibility to ensure that support from the Center is acknowledged in all publications in which you are involved. Please visit our website to learn about the specific formatting we would like you to use for acknowledgements.

While your primary focus is on your research, it is important that you are an active member of the NCEAS community. We expect you to attend Ecolunch and practice talks given by your peers, and to make reasonable efforts to participate in other group activities at NCEAS.

## **ECOLUNCH**

Ecolunch is an informal gathering held every Thursday in the NCEAS lounge. A presentation is given by NCEAS residents, UCSB scientists or other scientists visiting the Center. All resident scientists, including postdoctoral fellows, are expected to attend Ecolunch. You will receive weekly email invitations from a fellow postdoc who is in charge of organizing the Ecolunch schedule. You can also find information regarding Ecolunch on the NCEAS website.

## **TRAINING**

NCEAS will provide training to advance your technical skills, scholarship, and other aspects of your professional development. Activities range from short, informal discussions about job applications, ethics in science, and media training to week-long workshops in statistics and computing. NCEAS is committed to supporting your professional development and can provide funding for such training upon approval from the Director and Deputy Director. We strongly encourage you to propose to them training activities that will contribute to your professional development.

## **OUTREACH/COMMUNICATIONS**

NCEAS encourages you to participate in one of our many outreach opportunities. One of our popular, longstanding initiatives is *Kids do Ecology*, a program in which several local 5<sup>th</sup> grade classes, each with their own NCEAS scientist, design and conduct ecology experiments. Other outreach opportunities include presenting seminars at ESA SEEDS Chapters or Minority Serving Institutions, participating in career panels, giving talks to the local community, or writing for the *Kids do Ecology* bilingual website. NCEAS can provide financial support for your participation in outreach activities; please discuss your interests with the Outreach Coordinator.

## **COMPUTING**

New NCEAS residents should visit Nick Brand (Room 305) and Thomas Hetmank (Room 314) to orient to our computing environment. For questions about analysis and data management, see Rick Reeves and Jim Regetz in Room 301.

## **WEB PAGES**

As an NCEAS resident you will need to set up a website on our server as soon as possible. If you already have a website you would like to transfer to our server, please be in touch with Rick Reeves in Room 301, who can assist you in setting up your site. Rick can also offer assistance in creating a new website for you.

## **PRINTING**

NCEAS has a computing visualization lab with three printing sources. The NCEAS computing staff will set up your computer with access to all the printers in the lab.

## **VISA INFORMATION**

The Events Manager at NCEAS will help coordinate any visa needs you may have during your tenure at NCEAS. NCEAS coordinates visa processing with the UCSB Office of International Students and Scholars (OISS). You can visit their website where you will find specific information regarding procedures and policies for foreign scholars at UCSB.

You are ultimately responsible for maintaining and updating your visa status during your stay but please keep in close communication with the NCEAS Events Manager - *clear communication is essential in all matters regarding your visa status*. Together you and NCEAS are partners in working with OISS to keep your paperwork moving smoothly. If you need to email OISS about your visa, it is very important that you cc [nceas@nceas.ucsb.edu](mailto:nceas@nceas.ucsb.edu) on the message (this address will reach our Business Officer and our Events Manager), so that we have a record of the communication and we can do meaningful follow-up with OISS if any questions arise. When we communicate with OISS about matters pertaining to your visa, we'll also cc you so that you will remain informed and have an opportunity to clarify any issues. If you need to talk to OISS by phone, please ask our Events Manager or Business Officer to be part of the call so that everyone is aware of what has been discussed. When that's not practical, send a confirming email to OISS to capture your understanding of what was said, with a cc to us.

When you get close to the end date for your visa, it's always a good idea for us, together, to ask OISS about your options so you can make informed choices. We urge you to help us keep track of your deadlines with reminders as they approach - we will do the same. Most things are very routine, but rules often change and situations can vary from individual to individual, so knowing what choices you are available can help you in making the best choices for your situation.