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- <http://lists.ucla.edu/cgi-bin/mailman/listinfo/postdocadmin>

What is the name of the listserv?

- Postdocadmin -- UCLA Administration of Postdoctoral Scholar and Visiting Scholar Appointments

What is it?

- A low-volume listserv with information about policy & procedures related to Postdoctoral scholars and Visiting Scholars at UCLA



Visiting Scholar Workshop for UCLA Administrators

2011-2012



The Office of Postdoctoral and Visiting Scholar Services (OPVSS)

- OPVSS is responsible for authorization and administration of all Postdoctoral Scholars and Visiting Scholars at UCLA, policy development and compliance, advisement and counseling, and training and education.
- <http://www.grad.ucla.edu/postdocs.html>

OPVSS Contacts

<http://www.grad.ucla.edu/gss/postdoc/pdstaff.htm>



Ross Shideler, Ph.D.

Associate Dean, Graduate Division

rshideler@gdnet.ucla.edu

(310) 825-0843

Among his decanal duties, Associate Dean Shideler is responsible for all postdoctoral and visiting scholar appointments as well as all exceptions to the labor contract or university policy respectively.



April de Stefano, Ph.D.

Director, Academic Services

adestefano@gdnet.ucla.edu

(310) 825-0636

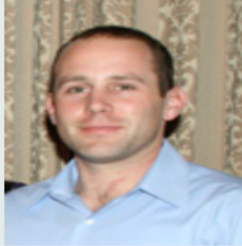
Dr. de Stefano's responsibilities include the development and management of all aspects of postdoctoral and visiting scholar appointments. She works closely with university administration regarding interpretation of the postdoctoral scholar labor contract and campus policy.

Contact April for questions regarding:

- Postdoctoral scholar union labor contract matters
- Issues related to mentor-postdoctoral scholar relations
- Issues related to departmental-scholar relations

OPVSS Contacts

<http://www.grad.ucla.edu/gss/postdoc/pdstaff.htm>



Mike Flaxman, MPA
Coordinator
mflaxman@gdnet.ucla.edu
(310) 825-4247

Mr. Flaxman's responsibilities include counseling prospective and current postdoctoral & visiting scholars and sponsoring departments on University policies and procedures, labor contract provisions, degree requirements, and benefits enrollment.

Contact Mike for questions regarding:

- EDB appointment of postdoctoral scholars
- Postdoctoral and visiting scholars policy, procedures, and exceptions
- Postdoctoral scholar union labor contract matters
- Benefits including health insurance



Brittany Howell
Administrative Specialist
bhowell@gdnet.ucla.edu
(310) 825-4688

Ms. Howell is the first point of contact for general questions about postdoctoral and visiting scholars. She assists in the appointment of postdoctoral and visiting scholars and also administers other services for all postdoctoral and visiting scholars as outlined below.

Contact Brittany for questions regarding:

- Forms and other paperwork for appointment of postdoctoral and visiting scholars
- Housing, loan deferment, relocation expenses and certificates of completion for postdoctoral scholars
- BruinCards for Visiting Scholars
- Certificates of completion

Effective, May 16, 2011, please send all Form 10s directly to **Jenny Tang**, Graduate Student Support Administrative Analyst, in 1228 Murphy Hall. For question regarding fellowship award transmittals, please contact Ms. Tang at jtang@gdnet.ucla.edu or (310) 206-9791.



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Visiting Scholars



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Visiting Scholar Issues

- Certain considerations should be made before offering an appointment to a prospective Visiting Scholar, such as:
 - Will the department expect any services of the scholar (i.e., formal teaching duties, contributions to sponsored projects) while s/he is in residence?
 - At what stage is the scholar in his/her education/career?
 - Is the scholar funded for the duration of the UCLA appointment and, if so, how?
 - What is the purpose of the scholar's visit to UCLA and what campus services will s/he need while here?
 - Is the scholar a foreign-national and will s/he have an appropriate visa?

A photograph of the UCLA building, featuring a prominent tower with a clock face, set against a clear blue sky with some green trees in the foreground.

Visiting Scholars Appointment Criteria

- Has doctorate (e.g., PhD, EdD, DSW, MD) or equivalent professional status
- Currently holds position at another institution equivalent to Associate Professor
- Still receives compensation and holds affiliation with home institution
- U.S. citizen or valid visa holder
- Has mentor sponsor at UCLA



Visiting Graduate Student

- An international scholar who is currently enrolled in a graduate degree program at her/his home institution
- Wishes to visit UCLA to pursue independent research, usually in preparation for the doctoral dissertation
- Departments interested in sponsoring a visiting international graduate or Ph.D. student should consult the [International Education Office](#) for visa processing and registration
 - Contact Wilsa Lieux in the International Education Office at wlieux@international.ucla.edu or extension 57707 for more information



Visiting Professors/Researchers

- Payroll title(s) used for the appointment of professors/researchers who enter into a formal employment relationship with the sponsoring department.
- Individuals are appointed under a "visiting" academic payroll title equivalent to the appointment at their home institutions (i.e., *Visiting Assistant Professor*, *Visiting Associate Researcher*, etc).
- Appointment requests are routed through the applicable School's academic personnel office, with policies enforced by the Academic Personnel Office (www.apo.ucla.edu).

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(Visiting) Postdoctoral Scholar

- Postdoctoral scholars who receive funding from outside of UCLA are often mistaken for visiting scholars.
- If an individual receives funding from their home country/institution to pursue a full-time program of research training at UCLA, the appointment should be treated as a *Postdoctoral Scholar - Paid Direct* in the UCLA Payroll System (without salary, but with benefits).
- All Postdoctoral Scholar appointments are subject to approval by the Office of Postdoctoral & Visiting Scholar Services

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Requests for Exception

- Examples requiring an approved exception:
 - Payments to Visiting Scholars
 - Recent doctorate (or equivalent degree)
 - No terminal degree in discipline

Exception Requests must be addressed to Associate Dean Ross Shideler and submitted to OPVSS (1237 Murphy; MC 141901).

Visiting Scholar exception request form

<http://www.grad.ucla.edu/gss/postdoc/vsexception.pdf>

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Exception Request Scenario #1

A doctoral student from Universidade de São Paulo in Brazil plans to come to UCLA to conduct research in the department of Anthropology. The student's research on infants and their ability to discriminate vowels will be used to complete her dissertation.

Is this person eligible to be a Visiting Scholar?

- No
- Departments interested in sponsoring a visiting international graduate or Ph.D. student should consult the [International Education Office](#).
- Contact Wilsy Lieux in the International Education Office at wlieux@international.ucla.edu or at extension 57707.

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Exception Request Scenario #2

A doctoral student from Oxford University plans to come to UCLA to conduct research in the department of Biostatistics. The student's research on statistical complications of infectious disease data will be used to complete his dissertation. However, he has past experience teaching university-level coursework as an Adjunct Professor.

Is he eligible to be a Visiting Scholar?

- No
- He is a current graduate student who plans to engage in doctoral research at UCLA.
- Given the nature and scope of his visit, as well as his current academic qualifications, he will need to apply for the Visiting Student category

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Exception Request Scenario #3

The School of Communications and Marketing is interested in appointing a Visiting Scholar to conduct independent research on the effects of radio on society. The prospective Visiting Scholar does not hold a terminal degree but does have over 15 years of experience as the Vice President of a large radio network in Taiwan.

Is this person eligible to be a Visiting Scholar?

- Yes
- Submit a Visiting Scholar Exception Request Form in advance of the prospective Visiting Scholar's arrival
- Submit a copy of the Visiting Scholar's CV providing proof of the previous work experience



Exception Request Scenario #4

The department of Neuropsychology is hosting a Visiting Scholar who will be at UCLA conducting research from December 1, 2011 - October 1, 2012. The Visiting Scholar is funded through his home institution in China, however due to the high cost of living in Los Angeles, he needs additional funding in order to live comfortably. As a result, the faculty sponsor would like to provide additional compensation in the amount of \$1200/month.

Is he allowed to receive additional compensation?

- Yes
- Submit a Visiting Scholar Exception Request Form and Form 10
- OPVSS and Financial Services will contact the department administrator regarding the stipend process for international Visiting Scholars



NEW Appointment Process

- Submit the following documents to OPVSS:
 - Appointment Form
 - Curriculum Vitae (CV)
 - Statement of Objective
 - Signed Oath and Patent Form
- Apply online for a BruinCard and UID at www.bruincard.ucla.edu; select Guest/Affiliate in the Forms section.
- <http://www.grad.ucla.edu/gss/postdoc/frmsintrovers.htm>

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REAPPOINTMENT Process

- Reappointment (Extension)
 - Submit the Appointment form
 - Submit the Oath and Patent form if one is not on file at OPVSS
 - Apply online to renew the BruinCard at www.bruincard.ucla.edu; select Guest/Affiliate in the Forms section.

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BruinCard Process

- Department applies online for a [BruinCard](#). Select Forms and then select Affiliate/Guest Request Form.
 - **Note:** Departments must apply for a BruinCard within five days or less of the Visiting Scholar's start date. This will ensure that the BruinCard request and Visiting Scholar paperwork are processed in a similar timeframe.
- BruinCard office sends a "pending" email to the department and Graduate Division. OPVSS replies with a confirmation (or rejection) and provides the appointment dates.

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BruinCard Process (continued)

- BruinCard Office will assign a “dummy” UID number and process the request. The department and OPVSS will receive email confirmation upon completion with the assigned UID number, dates of visit, and other details.
 - **Note:** The Visiting Scholar may not receive their BruinCard and UID for approximately five to seven business days following his/her start date at UCLA. During this time please make the necessary accommodations to ensure that s/he can temporarily access various services needed to perform research.
- OPVSS reviews the appointment paperwork. Upon approval, the Visiting Scholar and the department will receive an electronic approval letter and confirmation email.

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Oath and Patent Form

Effective July 1, 2010, OPVSS must have a copy of a signed *Oath and Patent Acknowledgment Form* to process NEW appointments and Reappointments ONLY if the department has not submitted the form previously. In other words, the form needs to be submitted only once per Visiting Scholar.

- Departments keep the original, signed form in a location separate from the visiting scholar's "personnel" file.
- U.S. citizens sign both the Oath and Patent section of the form.
- Non-U.S. citizens sign ONLY the Patent section of the form.
- <http://map.ais.ucla.edu/go/I002788>

Note: The Oath and Patent Form cannot be witnessed and signed by a notary.



Stipend Process for International Visiting Scholars

1. Department submits Visiting Scholar new appointment paperwork, exception request form and Form 10 to OPVSS
2. Financial Services notifies Department once UID has been established and SIS has been populated
3. Department requests Glacier for Visiting Scholar
4. Department then submits Glacier forms using UID generated by OPVSS/Financial Services
5. OPVSS/Financial Services processes paperwork and Form 10
6. OPVSS issues approval and Financial Services notifies Department of when payment will be available



Stipend Process for International Visiting Scholars (continued)

Form 10 and Glacier questions, contact:

- Jenny Tang, Financial Services
- jtang@grad.ucla.edu, x69791

Exceptions, policy and procedures, contact:

- Mike Flaxman, OPVSS
- mflaxman@grad.ucla.edu, x54247



Visa Issues

- In many cases, the "visiting scholar" is a foreign national and requires sponsorship of an appropriate visa to stay at UCLA. In most cases, the JI visa is issued, which requires the sponsoring department to complete the USCIS DS-2019 Form and submit through the Dashew Center for International Students & Scholars. Graduate exchange students are issued a JI-student visa.
- Note, it is the department's responsibility to ensure that the individual is on an approved visa and has appropriate work authorization if there is any expectation of services. When in doubt, you should contact the Dashew Center for International Students & Scholars.

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Visiting Scholar Injury and Sickness Insurance Plan (VSISP)

- Comprehensive medical plan offered through **StudentResources**, a UnitedHealthcare company specializing in university health programs.
- The enrollment form must be completed online by the Visiting Scholar
- Visiting Scholars will not be enrolled in the plan until:
 - The enrollment form has been completed
 - Eligibility has been verified by the Graduate Division
 - Payment has been received by Garnett-Powers
- Note: Visiting Scholars must pay for the plan out of their personal funds.

VSISP (continued)



GARNETT-POWERS & ASSOCIATES, Inc.

Trusted Benefit Professionals Delivering Excellence in Service and Solutions

Visiting Scholar Injury and Sickness Insurance Plan

UCLA Visiting Scholar Injury and Sickness Insurance Plan

Enrollment

Garnett-Powers & Associates is pleased to offer the Visiting Scholar Injury and Sickness Insurance Plan (VSISP) for Visiting Scholars and Visiting Students at UCLA. This comprehensive medical plan is offered through **StudentResources**, a UnitedHealthcare company specializing in university health programs.

Making Changes To Your Enrollment

The VSISP web site has been developed to provide information on the plan, as well as provide simple enrollment and payment options in order to ensure enrollment in the plan. A detailed plan brochure of the medical plan is located on the left side of this page. Please click on [Medical Plan and Rates](#) to review this information. Rates for the plan are also displayed on this page.

Medical Plan and Rates

In order to facilitate an efficient and timely enrollment process, the enrollment form for this program must be completed online. Please first print the [Enrollment Form/Payment Instructions](#) before completing the enrollment form. These instructions provide step-by-step information to assist you in completing the form and submitting your timely payment. If the Enrollment Form is not completed properly, it could affect your enrollment in the plans and delay your access to service.

Participate in Plan Survey For Additional Benefits

Visiting Scholars and Students will not be enrolled in the plan until the enrollment form has been completed, eligibility has been verified and payment has been received by Garnett-Powers & Associates. Once your eligibility has been confirmed with the appropriate campus personnel, and payment is received, an e-mail will be sent to the e-mail address provided on the enrollment form, confirming enrollment in the plan. If you do not receive this e-mail within 10 days of your enrollment, please contact Garnett-Powers & Associates.

Campus Contacts

Please note: If you are already covered by another medical policy provided by another insurer or provided by your home country, and you simply wish to purchase the mandatory medical evacuation and repatriation coverage for you and your family members, please [click here](#) to access the application for the United States Fire Insurance Company Repatriation, Medical Evacuation and Accidental Death and Dismemberment Insurance Plan. You may print the application, complete and sign it and send it in to A-G Administrators at the address on the application. Garnett-Powers & Associates, Inc. is in no way affiliated with either A-G Administrators or the United States Fire Insurance Company and any questions about the cost or coverage of their policy must be directed to them directly.

Contact VSISP Services

Garnett-Powers & Associates, Inc. is pleased to offer a UCLA VSISP Customer Service Representative, dedicated to this program. Please address benefit and enrollment questions to:

Home

Garnett-Powers & Associates, Inc.
23361 Madero, Suite 240
Mission Viejo, CA 92691

Or call us Monday - Friday, 8 am - 5 pm Pacific Time

Toll free at 1-888-441-3719

[Contact UCLA-VSISP Services](#)

UCLAVSISP@Garnett-Powers.com



VSISP Rates

UCLA Visiting Scholar Injury & Sickness Insurance Plan Rates:

1. Visiting Scholar only: Monthly - \$108.00; Quarterly - \$324.00
2. Spouse or domestic partner: Monthly - \$270.00; Quarterly - \$810.00
3. Additional premium for each child: Monthly - \$189.00; Quarterly - \$567.00

Enrollment in the plan is based on quarterly remittance,
following the calendar year quarters:

September-November;

December-February;

March-May;

June-August.

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VSISP Contact Information

Website:

<http://www.garnett-powers.com/academics/ucla/index.htm>

Call Garnett-Powers' Customer Service:

1-888-441-3719

E-mail Customer Service:

UCLAVSISP@Garnett-Powers.com



Visiting Scholars

For full guidelines and instructions, please visit:

<http://www.grad.ucla.edu/gss/postdoc/frmsintrovs.htm>

OPVSS Staff Contact for Visiting Scholars:

- Appointments, guidelines and forms
- Policy and procedures, exceptions
- Policy

Brittany Howell
Mike Flaxman
April de Stefano



**Thank you for attending this
workshop!**

Questions?