University of California, Berkeley
Visiting Scholar and Postdoc Affairs (VSPA)
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Let’s Get Started
The VSPA Gateway is an electronic tool for departmental administrators to process applications for Visiting Scholar, Visiting Student Researchers, and Postdocs.
Departmental Access and Invitation Forms

Departmental Portal
Intended for use by departmental administrators. CalNet authentication is required for access.

Invitation Form
Intended for use by departmental administrators to send a prospective applicant an invitation to fill out part of the application.
Departmental Roles in the VSPA Gateway

**Department**
An academic department or organized research unit invites and agrees to host an affiliate. **Note:** Only designated staff in departments and VSPA authorizing units may use the VSPA Gateway.

**Preparer**
A *designated* departmental preparer receives web-based applications submitted directly by applicant. Additionally, the departmental preparer provides other required details regarding the proposed visit.

**Approver**
A *designated* control unit approver receives and reviews prepared applications and decides whether to approve or decline an application.
VSPA Gateway Application Steps

Step 1: Invite

*Invite:* This function requires a minimum amount of information including name, e-mail, sponsoring department, visit dates, and sponsor name. Used by a department administrator (preparer or approver) to invite a Visiting Scholar, Visiting Student Researcher, or Postdoc to fill in part of the application. Press **Invite** to send to the scholar.

Note: This function may be bypassed by a preparer who fills in the entire application and presses **Prepare**, sending it to an approver.
VSPA Gateway Application Steps

Step 2: Submit an Application

Submit: Optional function used by scholar to fill in information including home address, purpose of visit, and educational history. A scholar uses this if invited to do so, and presses Submit.

Step 3: Prepare an Application

Prepare: Once the scholar submits an application, the departmental preparer can prepare an application. Or, departments may choose to skip the invite/submit steps if they have all the information they need. In this case, a preparer or approver is allowed to fill out the entire form and press Prepare.
VSPA Gateway Application Steps

Step 4: Approve

Approve: A departmental approver reviews a completed application for compliance issues and accuracy. If everything is correct, the approver presses Approve. If there are issues with the application, the approver notifies the departmental administrator listed on the VSPA Gateway application.
VSPA Gateway Departmental Access

https://vspa-gateway.berkeley.edu
Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar
  Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the ‘Add’ feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Administrators
  - Manage Administrators
  - Manage Departments
  - Manage Settings
The Invite/Prepare Function

Once the prospective affiliate has found a faculty sponsor in a department, and negotiated an appointment period, the departmental preparer may use the VSPA Gateway to invite the new affiliate to complete an application. **Reminder:** Prospective affiliates must be invited by a department and satisfy VSPA affiliate definition requirements.

Or, the preparer can fill out the invitation information and press **Prepare** to fill in further details.
From the VSPA Gateway homepage, you may invite a new Visiting Scholar, Visiting Student Researcher, or a Postdoc by clicking on the link. You can also reach the Prepare function through this link.
The invitation function is only for **new** VSPA affiliates. Prior to any invitation form, this verification will appear. If you have already searched for the person in the VSPA Gateway to check for any existing records, then click **Yes**. If not, clicking **No** will automatically direct you to the search function so that you can make sure you are not creating a duplicate record.
This is what the invitation form looks like. In order to successfully invite a scholar, you must fill out the:

1. **Name**
2. **Visa Type**
3. E-mail address
4. Proposed appointment dates
5. Department
6. Faculty or P.I. Sponsor
This is what the invitation form looks like. In order to successfully invite a scholar, you must fill out the:

1. Name
2. Visa Type
3. **E-mail address**
4. Proposed appointment dates
5. Department
6. Faculty or P.I. Sponsor
This is what the invitation form looks like. In order to successfully invite a scholar, you must fill out the:

1. Name
2. Visa Type
3. E-mail address
4. Proposed appointment dates
5. Department
6. Faculty or P.I. Sponsor
IMPORTANT: At the bottom of the invite page, you will see a check box labeled **Use All Default Admins**. If you leave the box checked, every preparer and approver in your department will receive an e-mail notifying them that a scholar has been invited to apply.

If you uncheck the box labeled **Use all Default Admins**, the VSPA Gateway populates a list of all the preparers and approvers in your department. You may then individually select which preparers and approvers you would like notified of the application invitation. Multiple names may be selected by holding the **Ctrl** key and left-clicking more names. **At least one preparer and one approver should be selected.**
After you have filled out the following on the invitation form:

1. Name
2. Visa Type
3. E-mail address
4. Proposed appointment dates
5. Department
6. Faculty sponsor

Click on the **Use All Default Admins** to select applicable preparers and approvers (if any) in your department who you want to notify of an incoming application.

Click **Invite** to send the application to the scholar or **Prepare** to complete yourself.
Invited Visiting Scholar

Visitor Holly Golightly with visit Dec. 16, 2012 to Nov. 28, 2013 Invite sent

Control Data

Visitor Type: Visiting Scholar

Personal Data

Family Name: Golightly
First Name: Holly
Middle Name: M.
Birthdate: Apr. 14, 1976 0:00
Sex: Female
Country of Citizenship: Netherlands
Visa Type: J-1 Exchange Visitor (Scholar)

When the scholar has been successfully invited, you will receive the above message.
Invitation Notification E-Mail

PLEASE NOTE: The same e-mail will be sent for postdoc applications too. Remember that all departmental preparers and approvers that you selected at the bottom of the invite page will be sent this same e-mail.
Notification E-mail

Once an applicant submits an application, departmental preparers will receive the following e-mail.
Subject: [VSPA] Golightly, Holly Postdoc application submitted
Date: Tue, 16 Oct 2012 11:12:03 -0700
From: vspa_gateway@berkeley.edu
To: vspa@berkeley.edu
CC: loretta@berkeley.edu, vspa@berkeley.edu

Dear Sam,

Holly Golightly's Postdoc application with sponsor written in as 'Serr, Aucher' in Art Museum and Pacific Film Archive has been submitted and is ready to be prepared. Please go to https://vspa-gateway.berkeley.edu/admin/prepare/62194 to prepare the application.

Thank you,
VSPA Gateway

Application Notification E-mail
PLEASE NOTE: The same notification is sent to all scholars.
Preparing a Visiting Student Researcher or Visiting Scholar Application

For Visiting Student Researcher and Visiting Scholar definitions, please visit the VSPA website at: http://vspa.berkeley.edu/visiting-scholar
Authenticating

After clicking the link in the notification e-mail, the departmental preparer will be prompted to log into the VSPA Gateway using a CalNet ID and passphrase in order to prepare all VSPA applications.
Overview of Process

A departmental preparer reviews submitted applications from the prospective scholar for errors. (Note: The Purpose of Visit is limited to 500 characters.) This step happens only if the preparer decides to invite the scholar to fill in part of the application. Preparers may choose to complete the entire application without the scholar.

If the submitted application is OK, the departmental preparer completes the remaining data fields on the application required of the sponsoring department.

When the application is completed, the departmental preparer clicks Prepare, sending the application to a designated approver for final review and approval.
Invite Visiting Student Researcher

Preparer

I, as the preparer of the proposed affiliation, have confirmed authorization from the appropriate unit head (chair of department, dean of school, dean of college, director of a ORU) to submit this application.

Control Data

Visitor Type: Visiting Student Researcher

Personal Data

Family Name: 
First Name: 
Middle Name: 
Birthdate: (Year/Month/Day)
Sex: Female ☐ Male ☐
Country of Citizenship: 
Visa Type: 

Permanent Address

Street: 
City: 
State: (Enter if in USA)
Province: (Enter if not in USA)
Country: 
Zip Code/Postal Code: 
Telephone: 
Email: 

PREPARING A VISiting STUDENT RESEARCHer/VISITING SCHOLAR APPLICATION
### Academic History

**Type of Highest Degree:** [drop-down list] *(or anticipated degree)*

**Date of Degree:** [drop-down list] *(or anticipated Year/Month)*

**Institution of Degree:**

---

Degree goal fields only need to be filled out for visiting student researchers.

**Type of Degree Goal:** [drop-down list]

**Institution of Degree Goal:**

### HCM Information

**HCM ID:**

### Proposed Visit

**Status:** Proposed

**Application Type:** Initial

**Begin Date:** [drop-down list] *(Year/Month/Day)*

**End Date:** [drop-down list] *(Year/Month/Day)*

**Purpose of Visit:**

**Campus Sponsoring Unit:**

**Faculty or P.I. Sponsor:** *(Last Name, First Name)*

**Administrative Contact:** Benjamin Schuster

---

**NOTE:** This field is only for visiting student researcher applications.
When you are finished preparing the application, **uncheck** Use All Default Admins to select the administrators you want to notify, including the approver who will review the application. Press **Prepare**.
Preparing a Postdoc Application

For a definition, please visit the following link:

http://vspa.berkeley.edu/postdoc-definition
### Invite Postdoc

#### Employment

- Click this checkbox if invitee has been a professor, associate professor, or assistant professor?

#### Preparer

- I, as the preparer of the proposed affiliation, have confirmed authorization from the appropriate unit head (chair of department, dean of school, dean of college, director of a ORU) to submit this application.

#### Control Data

- Visitor Type: Postdoc

#### Personal Data

- **Family Name:**
- **First Name:**
- **Middle Name:**
- **Birthday:**

#### Permanent Address

- **Street:**
- **City:**
- **State:** (Enter if in USA)
- **Province:** (Enter if not in USA)
- **Country:**
- **Zip Code/Postal Code:**
- **Telephone:**
- **Email:**
PREPARING A POSTDOC APPLICATION
Please note the new document requirement for Postdoctoral Scholar Direct Pay (code 3254) appointments.

When you are finished preparing the application, **uncheck** Use All Default Admins to select the administrators you want to notify, including the approver who will review the application. Press **Prepare**.
Invite Postdoc

Employment

Click this checkbox if invitee has been a professor, associate professor, or assistant professor?

Preparer

I, as the preparer of the proposed affiliation, have confirmed authorization from the appropriate unit head (chair of department, dean of school, dean of college, director of a ORU) to submit this application.

Control Data

Visitor Type: Postdoc

Personal Data

Family Name: Oski
First Name: Bear
Middle Name: B.
Birthday: 1922 December 1 (Year/Month/Day)
Sex: Female Male
Country of Citizenship: USA United States Of America
Permanent Address

Street: 1 Campanile Tower Cts.
City: Berkeley
State: California (Enter if in USA)
Country: USA United States Of America
Zip Code/Postal Code: 94720
Telephone: 5106436754
Email: unbearable@berkeley.edu

Academic History

Type of Highest Degree: PhD (or anticipated degree)
Date of Degree: 2012 May (or anticipated Year/Month)
Institution of Degree: The Bearable School of Acting
**Previous Postdoc Experience**

**Institution:** Institute for Post-Hibernation Bears

**Begin Date:** 2012 ▼ May ▼ (Year/Month)
**End Date:** 2013 ▼ May ▼ (Year/Month)

Delete This

**Institution:**
**Begin Date:** ▼ ▼ ▼ (Year/Month)
**End Date:** ▼ ▼ ▼ (Year/Month)

Delete This

**Institution:**
**Begin Date:** ▼ ▼ ▼ (Year/Month)
**End Date:** ▼ ▼ ▼ (Year/Month)

Delete This

Add Another Institution
# Proposed Visit

**Status:** Proposed  
**Application Type:** Initial  
**Begin Date:** 2013 ▼ May ▼ 1 ▼ (Year/Month/Day)  
**End Date:** 2014 ▼ May ▼ 31 ▼ (Year/Month/Day)

**Purpose of Visit:** To conduct continued research on modern day social, economic, and political ramifications of the famous Shakespearean phrase "To bear or not to bear, that is the question" as applied to the modern political arena.

**Campus Sponsoring Unit:** Visiting Scholar and Postdoc Affairs Program - OAVCR  
**Faculty or P.I. Sponsor:** Bearer, Bond (Last Name, First Name)  
**Administrative Contact:** Benjamin Schuster
Use the **Letter Optional Paragraph** section to inform the Postdoc of any necessary actions, such as providing proof of PhD from home institution.

The closing signatures for both letters will automatically be the sponsoring faculty name unless otherwise noted in the **Optional Signature** section of the application.
Financial Support While at UC Berkeley

**Primary Funding**
- **Amount per Month:** $5000
- **Name of Funding Agency:** Better Bear Bureau
- **Type of Funding Source:** Private Agency/Business
- **Job Code and Title:** 3252 - Postdoctoral Scholar - Employee (HE)

**Supplementary Funding**
- **Amount per Month:** $650
- **Name of Funding Agency:** Bees for Bears, Inc.
- **Type of Funding Source:** State/Local Govt.
- **Job Code and Title:** 3252 - Postdoctoral Scholar - Employee (HE)

**Total Funding per Month:** $0

Financial Support Funding Documents

Postdoctoral Scholar Direct Pay (code 3254) must submit funding documents. PDF and MS Word document formats accepted.

**Funding Document:** [Browse...](#)
Departmental preparers will be advised about data entry errors while completing the application. For example, only numeric characters can be entered into the Amount Per Month field and the Name of Funding Agency must be filled out.
If a Postdoc has multiple funding sources, more than one postdoc job code may be needed.

The primary job code is the dominant job code that reflects the Postdoc’s funding source and provides the majority of funds. There is a function on the application to add supplementary sources of funding and a secondary job code as needed.
Approving an Application

Once the departmental preparer completes the application, the departmental approver will receive the following e-mail.
--- Original Message ---

Subject: [VSPA] Oski, Bear with sponsor written in as 'Honey, Bee'; Postdoc application prepared

Date: Tue, 16 Oct 2012 11:18:07 -0700
From: vspa@berkeley.edu
To: vspa@berkeley.edu
CC: vspa@berkeley.edu

Dear Benjamin,

Bear Oski's Postdoc application with sponsor written in as 'Honey, Bee' in Visiting Scholar and Postdoc Affairs Program has been prepared and is ready to be reviewed.

Thank you,
Benjamin Schuster

---

E-mail Notification
Departmental Approval Needed

NOTE: Notifications look the same for both Visiting Scholar and Postdoc applications
After clicking the link, the departmental approver will be prompted to review the application.
NOTE: The review and approval process is the same for Visiting Scholars, Visiting Student Researchers, and Postdocs. A Postdoc application is used as an example in the following slides.
Approve for Visit of Bear Oski

**Visitor Type:** Postdoc

**Family Name:** Oski
**First Name:** Bear
**Middle Name:** B.

**Birthdate:** 1922 - December - 1

**Sex:** Female
**Country of Citizenship:** USA United States Of America

**Street:** 1 Campanile Tower Cts.
**City:** Berkeley
**State:** California
**Province:** California
**Country:** USA United States Of America
**Zip Code/Postal Code:** 94720
**Telephone:** 5106436754
**Email:** unbearable@berkeley.edu
Prepared Visit

Status: Prepared
Application Type: Initial
Approval Date: Oct. 16, 2012
Approver: Benjamin Schuster
Begin Date: 2013 \( \downarrow \) May \( \downarrow \) 1 \( \downarrow \) (Year/Month/Day)
End Date: 2014 \( \downarrow \) May \( \downarrow \) 31 \( \downarrow \) (Year/Month/Day)
Purpose of Visit: To conduct continued research on modern day social, economic, and political ramifications of the famous Shakespearean phrase "To bear or not to bear, that is the question" as applied to the modern political arena.
Campus Sponsoring Unit: Visiting Scholar and Postdoc Affairs Program - OAVCR
Faculty or P.I. Sponsor: Honey, Bee
Comments:
Administrative Contact: Benjamin Schuster

Letter

Customize Initial Postdoc Letter

Optional Paragraph: Any additional information or special conditions regarding the postdoc appointment that the department would like to be put in the appointment letter should be added in this section.
Optional Signature: (Last Name, First Name)
Letter By: Benjamin Schuster
Letter Date: Oct. 16, 2012

REVIEWING AND APPROVING AN APPLICATION
Everything looks great. Time to press Approve!
When the application has been successfully approved, the approver will receive the above message.
Reappointments
The *Invite* function is only for new VSPA affiliates. For any affiliate that has an existing record, regardless of a break in dates or a change in department, the *Add* function must be used.

Even if a scholar is changing titles from a Visiting Scholar or Visiting Student Researcher to a Postdoc or vice-versa, the *Add* function is used. Simply change the *Visitor Type*, *Job Code*, and *Title*.
On the departmental VSPA Gateway’s home page, click **Visitors** which can be found near the screen’s top left corner.
The visitor list screen will appear with a search function to look up the affiliate’s existing record.

**REAPPOINTMENTS**
Once you find the affiliate for whom you are trying to create a reappointment, click **Add**.

**Note:** If the affiliate’s previous appointment is in a department for which you are not a preparer, email vspa@berkeley.edu in order to temporarily gain access to their record and add the reappointment. You will have 24 hours access to make the reappointment. Once you are finished with the reappointment, notify the VSPA Program to close access to the old record.
This takes you to the **Prepare Reappointment** screen. You can prepare a reappointment with the affiliate’s new appointment dates and update any new information. Please note: The reappointment dates cannot overlap with any previous appointment dates for the affiliate.
For postdoc reappointments, it is not necessary to manually enter previous Berkeley appointments into the Previous Postdoc Experience section of the application. ONLY enter previous experience at other institutions. The total will automatically include past postdoc appointments and manually entered postdoc experience from other institutions.
After entering the required information, you will be prompted to create the reappointment.
Prepared Reappointment

Visitor Bear Oski with visit May. 1, 2013 to May. 31, 2014 Adding a new visit record succeeded.

Control Data

Visitor Type: Postdoc

Personal Data

Family Name: Oski
First Name: Bear
Middle Name: B.
Birthdate: Dec. 1, 1922 0:00
Sex: Male
Country of Citizenship: USA United States Of America

After successfully creating a reappointment, you will receive the above message.
After the application has been approved, the preparer who submitted the application will receive an e-mail. This e-mail will allow the preparer to generate a VSPA Affiliate Authorization Letter.
Dear Benjamin,

Bear Osiki's Postdoc application with sponsor written in as 'Honey, Bee' in Visiting Scholar and Postdoc Affairs Program has been approved by Benjamin Schuster.

To generate the letter you may go to https://vspa-gateway.berkeley.edu/admin/pd_initial_letter/62193 for Bear Osiki.

When you have Bear Osiki's HCM id please go to https://vspa-gateway.berkeley.edu/admin/post/62193 to enter that information.

You may also go to https://vspa-gateway.berkeley.edu/admin/show/62193 for more information about Bear Osiki's application.

Thank you,
Benjamin Schuster
Visiting Scholars and Visiting Student Researchers: There is only one letter of authorization for each appointment.

Postdocs: There is an offer/appointment letter for the initial appointment and a secondary letter for reappointments.
Approved Visiting Scholars and Visiting Student Researchers will have only one link to a pre-arrival letter: **VS/VSR**.

Approved Postdocs have two links: **PD1** links to the offer/appointment letter for the initial appointment. **PD2** links to the reappointment letter.
UNIVERSITY OF CALIFORNIA, BERKELEY

PRE-ARRIVAL

DEPARTMENTAL ROLES

October 17, 2012

TO: Holly Golightly
   breakfast@berkeley.edu

FROM: Sam Castaneda, Director

VSPA PROGRAM AFFILIATE AUTHORIZATION

I am pleased to provide confirmation that Holly Golightly has been appointed as a Visiting Scholar in the department of Art Museum and Pacific Film Archive beginning December 16, 2012 and ending November 28, 2013.

Please forward this e-mail message to the above affiliate

A. UC BERKELEY VISITING SCHOLARS AND VISITING STUDENT RESEARCHERS

For instructions on how to register and pay the university services fee, visiting scholars and visiting student researchers should refer to the "Quick Guide for Visiting Scholars" located on the VSPA web site at the following link:

https://vspa.berkeley.edu/vsgettingstarted2010.doc
B. **E-Mail Reporting Requirements**
All UC Berkeley Visiting Scholars and Visiting Student Researchers are eligible for a CalMail e-mail account for the duration for their appointment. For information to set up a CalMail e-mail account, please go to https://calmail.berkeley.edu/. It is required that all Visiting Scholars and Visiting Student Researchers report their CalMail e-mail address or other valid e-mail address to vspa@berkeley.edu within 5 calendar days from their arrival date to campus. From time to time, affiliates will be contacted via the VSPA Message service with regard to important policy notices, career workshops, lectures, and special events.

C. **Campus Benefits and Privileges**
Campus benefits and privileges available to visiting scholars and visiting student researchers can be found on the VSPA web site at https://vsapro.berkeley.edu/vsbenefits.html

D. **Visiting Scholar and Postdoc Orientation**
An orientation targeted to new postdocs and visiting scholars will be offered once a month from 9 am to 12 noon at the International House located on campus at the intersection Piedmont Avenue and Bancroft Way. For more information, please go to https://vsapro.berkeley.edu/npo.html

Welcome to Berkeley!

Sample VSPA Affiliate Authorization Letter for Visiting Scholars or Visiting Student Researchers
POSTDOCTORAL SCHOLAR OFFER/APPOINTMENT LETTER

October 18, 2012

Bear Oski
1 Campanile Tower Cts.
Berkeley, CA 94720
USA United States Of America

Dear Bear Oski,

I am pleased to offer you an appointment as a Postdoctoral Scholar - Employee (3252C) in the Visiting Scholar and Postdoc Affairs Program department for the period beginning May 1, 2013 through May 31, 2014. Your full-time (100%) appointment will provide an annual base salary or stipend of $60000 funded by Better Bear Bureau. You will also receive supplemental compensation in the amount of $7800 funded by Bees for Bears, Inc. You will report to Bee Honey as your supervisor and will be located at 321 Arct wood. Your research will be focused on:

To conduct continued research on modern day social, economic, and political ramifications of the famous Shakespearean phrase "To bear or not to bear, that is the question" as applied to the modern political arena.

Any additional information or special conditions regarding the postdoc appointment that the department would like to be put in the appointment letter should be added in this section.

It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar. This appointment is limited to the dates specified above and is self terminating unless you are otherwise notified in

The postdoc letter (both PD1 and PD2) will auto-fill information directly from the application such as Funding Information and Purpose of Visit.
It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar. This appointment is limited to the dates specified above and is self-terminating unless you are otherwise notified in writing.

University policy requires that all Postdoctoral Scholars maintain adequate health insurance throughout their appointment. If you already have health insurance that is comparable to the University of California (UC) sponsored health plan, then you may elect to opt-out. Information about University health and welfare benefits for Postdoctoral Scholars is available at [http://www.garnett-powers.com/](http://www.garnett-powers.com/). In accordance with Benefits Article 3B5 of the UC-UAW Postdoctoral Scholar Contract, beginning January 1, 2012, all postdoctoral scholars are obligated to contribute to the monthly health benefit premium for both the HMO and PPO plans. By accepting this employment offer you have an obligation to pay the postdoctoral scholar contribution as outlined in the collective bargaining agreement, unless you opt out of benefits. Postdoctoral Scholars are entitled to all normal holidays observed by the University and receive 24 days of Personal Time Off (PTO) and 12 days of sick leave per year upon the start date of full-time appointment/reappointment. PTO must be used in full day increments within each 12 month appointment period and does not carry forward to subsequent postdoc appointments. The University may require the use of PTO prior to the end of the Postdoctoral Scholar's appointment. The University will maintain a personnel file for you, which will be made accessible to you upon your request.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States. Documentation establishing this eligibility must be made available to the University within three business days from the start date of employment. It is your responsibility to ensure that you present the appropriate documents promptly upon your arrival to campus.

University of California Postdoctoral Scholars are exclusively represented by The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The Collective Bargaining Agreement ratified August 12, 2010 is located at:

[http://aryourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/agreement.html](http://aryourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/agreement.html). Since all University of California Postdoctoral Scholars receive the benefits of this Agreement, you must, under California Law, choose either to become a member of the Union and pay membership dues or to pay fair share fees as a non-member. Please know that as a condition of your appointment you will need to fill out an authorization form during the new hire process when you arrive on campus.

Letter comments from the application will be inserted, verbatim, into the postdoc letter.
To assist you during your stay, the Visiting Scholar and Postdoc Affairs (VSPA) Program was established to foster a robust research community and enhance the postdoctoral experience. For more information, please go to https://vspa.berkeley.edu/. You are also encouraged to attend the New Postdoc Orientation (NPO) held the first Thursday of every month. The NPO provides valuable information about working on the Berkeley campus and the many resources that are available to you as a postdoc. Enrollment procedures and a schedule of upcoming sessions are located at https://vspa.berkeley.edu/npo.html.

You are also invited to join the Berkeley Postdoctoral Association (BPA). The BPA sponsors activities to enhance professional career development and promote the Berkeley postdoc community at large. For more information, please visit their website at http://postdoc.berkeley.edu. Please note that the UAW/Postdoc contract prohibits the BPA from consulting on any matters related to the terms and conditions of postdoctoral employment with the University.

If you agree to the terms outlined in this offer, please indicate your acceptance as soon as possible by returning a signed copy of this letter to:

by mail:
Benjamin Schuster
Visiting Scholar and Postdoc Affairs Program
44 Barrows Hall
University of California
Berkeley, California
94720-2572

via scanned copy to:
vspa@berkeley.edu

by fax:
2 3328

The sponsoring department and preparer’s contact information will be automatically inserted into the letter.
The preparer will automatically be copied on all letters. The signature will be the faculty sponsor’s name unless otherwise noted in the Optional Signature section for that appointment.
POSTDOCTORAL SCHOLAR REAPPOINTMENT LETTER

October 17, 2012

Bear Oski
1 Campanile Tower Cts.
Berkeley, CA 94720
USA United States Of America

Dear Bear Oski,

I am pleased to offer you a reappointment as a Postdoctoral Scholar - Employee (3252C) in the Visiting Scholar and Postdoc Affairs Program department for the period beginning June 1, 2014 through May 31, 2015. Your full-time (100%) appointment will provide an annual base salary or stipend of $60000 funded by Better Bear Bureau. You will also receive supplemental compensation in the amount of $7800 funded by Bees for Bears, Inc. You will report to Bee Honey as your supervisor and will be located at 321 Ar ct wood. Your research will be focused on:

To conduct continued research on modern day social, economic, and political ramifications of the famous Shakespearean phrase "To bear or not to bear, that is the question" as applied to the modern political arena.

Letter PD2 is for all postdoc reappointments.
PRE & POST-ARRIVAL

Any additional information or special conditions regarding the postdoc appointment that the department would like to be put in the appointment letter should be added in this section.

It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar. This appointment is limited to the dates specified above and is self terminating unless you are otherwise notified in writing.

University policy requires that all Postdoctoral Scholars maintain adequate health insurance throughout their appointment. If you already have health insurance that is comparable to the University of California (UC) sponsored health plan, then you may elect to opt-out. Information about University health and welfare benefits for Postdoctoral Scholars is available at [http://www.garnett-powers.com/](http://www.garnett-powers.com/). In accordance with Benefits Article 3B5 of the UC-UAW Postdoctoral Scholar Contract, beginning January 1, 2012, all postdoctoral scholars are obligated to contribute to the monthly health benefit premium for both the HMO and PPO plans. By accepting this employment offer you have an obligation to pay the postdoctoral scholar contribution as outlined in the collective bargaining agreement, unless you opt out of benefits. Postdoctoral Scholars are entitled to all normal holidays observed by the University and receive 24 days of Personal Time Off (PTO) and 12 days of sick leave per year upon the start date of full-time appointment/reappointment. PTO must be used in full day increments within each 12 month appointment period and does not carry forward to subsequent postdoc appointments. The University may require the use of PTO prior to the end of the Postdoctoral Scholar's appointment. The University will maintain a personnel file for you, which will be made accessible to you upon your request.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States. Documentation establishing this eligibility must be made available to the University within three business days from the start date of employment. It is your responsibility to ensure that you present the appropriate documents promptly upon your arrival to campus.

University of California Postdoctoral Scholars are exclusively represented by The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The Collective Bargaining Agreement ratified August 12, 2010 is located at:

[http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/)greement.html. Since all University of California Postdoctoral Scholars receive the benefits of this Agreement.
you must, under California Law, choose either to become a member of the Union and pay membership dues or pay fair share fees as a non-member. The Deduction Authorization Form prepared upon your initial hire will remain in effect during your reappointment period. If you wish to change your current membership status you will prepare a new form and send it directly to the Union. A copy of the form is located at: http://hrweb.berkeley.edu/labor/contracts/PX.

As a reminder, the Visiting Scholar and Postdoc Affairs (VSPA) Program was established to foster a robust research community and enhance the postdoctoral experience. For more information, please go to https://vspa.berkeley.edu/. You are also invited to join the Berkeley Postdoctoral Association (BPA). For more information, please visit their website at http://postdoc.berkeley.edu. Please note that the UAW/Postdoc contract prohibits the BPA from consulting on any matters related to the terms and conditions of postdoctoral employment with the University.

If you agree to the terms outlined in this reappointment offer, please indicate your acceptance as soon as possible by returning a signed copy of this letter to:

- by mail:
  Benjamin Schuster
  Visiting Scholar and Postdoc Affairs Program
  44 Barrows Hall
  University of California
  Berkeley, California
  94720-2572

- via scanned copy to:
  vspa@berkeley.edu

- by fax:
  2 3328

If you have any questions regarding your appointment, contact Benjamin Schuster at +preparer_phone+ and/or vspa@berkeley.edu.

I look forward to having you as a colleague at Berkeley.
If you have any questions regarding your appointment, contact Benjamin Schuster at +preparer_phone+ and/o
vspa@berkeley.edu.

I look forward to having you as a colleague at Berkeley.

Sincerely,

Bee Honey

cc: Benjamin Schuster

Please sign and date below to indicate that you have read and accept the terms of this offer.

Signature ___________________________________________ Date __________

When a signature beside the faculty sponsor is entered into the Optional Signature section for the appointment, the faculty sponsor will also be copied on the letter.
Editing the Application

Both the preparer and the approver may make any changes to the application at any stage in the application process prior to approval. Once approved, only the approver can edit an appointment. If changes need to be made post-approval, please contact the approver to make any necessary edits. Do not create a duplicate appointment.
Search Function

Should you find a mistake on an affiliate’s application prior to approval, you may search for the affiliate in the VSPA Gateway and proceed to make changes to their application. The search function may also be used to look up an affiliate’s information.
Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the 'Add' feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Administrators
  - Manage Administrators
  - Manage Departments
  - Manage Settings

To access the search function, click the Search button on the main page.
This is the search function page. It allows departmental administrators to search for affiliates in their department by first name, last name, their visitor type (Postdoc, Visiting Scholar, Visiting Student Researcher), or the status of the application (submitted, prepared, approved etc.). The Campus Sponsoring Unit refers to the sponsoring department of the affiliate.
Once you have queried a search in the VSPA Gateway, the affiliate’s name, appointment dates, and status will appear under the **Search Results**. To edit the affiliate’s application, click directly on the visit dates corresponding to those on the application you wish to change.
Once you have clicked on the appointment dates corresponding to the application you want to edit, you will be brought to this page.

Scroll down to the bottom of the page and click **Edit** to begin making changes.
Clicking the **Edit** button brings you to the application page, which allows you to make any necessary changes. Once you are done, click **Save Changes**.
VSPA Gateway Status Definitions

**Invited**
A prospective affiliate has been invited to fill in part of the application in the VSPA Gateway by the preparer or approver. Note: This step can be skipped and the preparer can fill out the entire application.

**Submitted**
Prospective affiliate has submitted an application in the VSPA Gateway.

**Prepared**
Departmental preparer has completed all appointment related information and has submitted the application for approval.

**Approved**
Departmental approver has reviewed and approved the prepared application.

**Active**
Affiliate has an active appointment in the VSPA Gateway.

**Expired**
Affiliate does not have an active appointment in the VSPA Gateway.
Important Procedures Related to the VSPA Gateway Application Process
Patent Acknowledgement

All Visiting Scholars and Postdocs are required to sign a Patent Acknowledgment form prior to the commencement of their research activities. Please note that the patent form must be witnessed by a UC employee at the time of signature.

To view or print a patent acknowledgment form, please visit: 
http://www.ucop.edu/atyourservice/forms_pubs/forms_worksheets/upay585.pdf

Patent acknowledgment forms for Postdocs, Visiting Scholars, and Visiting Student Researchers are not collected by the VSPA Program. Instead, these forms are retained in the sponsoring department.
Payment of the $400 annual University Services Fee is required ONLY for Visiting Scholars and Visiting Student Researchers. Postdocs do NOT pay this fee.

The University Services Fee requires an HCM person ID number. Please note that this fee can be paid by either the affiliate or the sponsoring unit.
University Services Fee
Paid by the Affiliate

Affiliates may pay the University Services Fee by credit card through e-Pay.

Please note that the affiliate must have a non-activated 9-digit CalNet numerical identity (HCM person ID number) to make an electronic payment.

For a detailed explanation on paying the University Services Fee, please visit: http://vspa.berkeley.edu/university-services-fee

To use e-Pay, go to: https://vspa.chance.berkeley.edu/epay_post.cfm
University Services Fee
Paid by the Sponsoring Unit

IOF
The sponsoring unit prepares an Interdepartmental Order Form (IOF). The form requires the affiliate’s name and non-activated CalNet ID. E-mail the completed form to vspa@berkeley.edu or fax it to (510) 642-3328.

To view or print an Interdepartmental Order Form, please visit the VSPA Home Page: http://vspa.berkeley.edu/ and click on IOF at the bottom of the screen.

E-Pay
The sponsoring department may pay the University Services Fee via e-Pay using a departmental Blu Card.
The Process at a Glance
PRE-ARRIVAL – At a Glance

**APPLYING**
- Applicant submits application via VSPA Gateway

**PREPARING**
- Departmental preparer receives notification of submitted application
- Departmental preparer logs into the VSPA Gateway and completes and submits the application to departmental approver

**APPROVING**
- Departmental approver receives notification of the prepared application
  - If approved, the departmental preparer receives an e-mail notification with a URL to authorization letter
  - If declined, the departmental approver reconciles information with departmental preparer and resubmits the application

If approved, the departmental preparer receives an e-mail notification with a URL to authorization letter
If declined, the departmental approver reconciles information with departmental preparer and resubmits the application
POST-ARRIVAL – At a Glance

REGISTRATION PROCESS: Applies to Postdocs, Visiting Scholars, and Visiting Student Researchers

Affiliate arrives and signs patent acknowledgement in home department

Department creates HCM record

Department adds HCM person ID number into VSPA Gateway record

PAYING THE UNIVERSITY SERVICES FEE:

ONLY applies to Visiting Scholars and Visiting Student Researchers

Affiliate or Department pays the $400 University Services Fee with use of CalNet numerical identity

VSPA creates a POI relationship in HCM
VSPA Gateway Help Desk

Monday through Friday
10am to 3pm
telephone: 510.643-9681
e-mail: vspa@berkeley.edu
Congratulations!
You are now prepared to use the VSPA Gateway.