



Visiting Scholar
& Postdoc Affairs
at UC Berkeley

UNIVERSITY OF CALIFORNIA, BERKELEY

What is the VSPA Gateway?

The VSPA Gateway is an electronic tool for departmental administrators to process applications for postdoc, visiting scholar and visiting student researcher appointments at UC Berkeley.

<https://vspa-gateway.berkeley.edu/>

CALNET AUTHENTICATION IS REQUIRED FOR ACCESS.

VSPA Gateway Homepage



Visiting Scholar & Postdoc Affairs *at UC Berkeley*



University of California, Berkeley

Welcome to VSPA Gateway

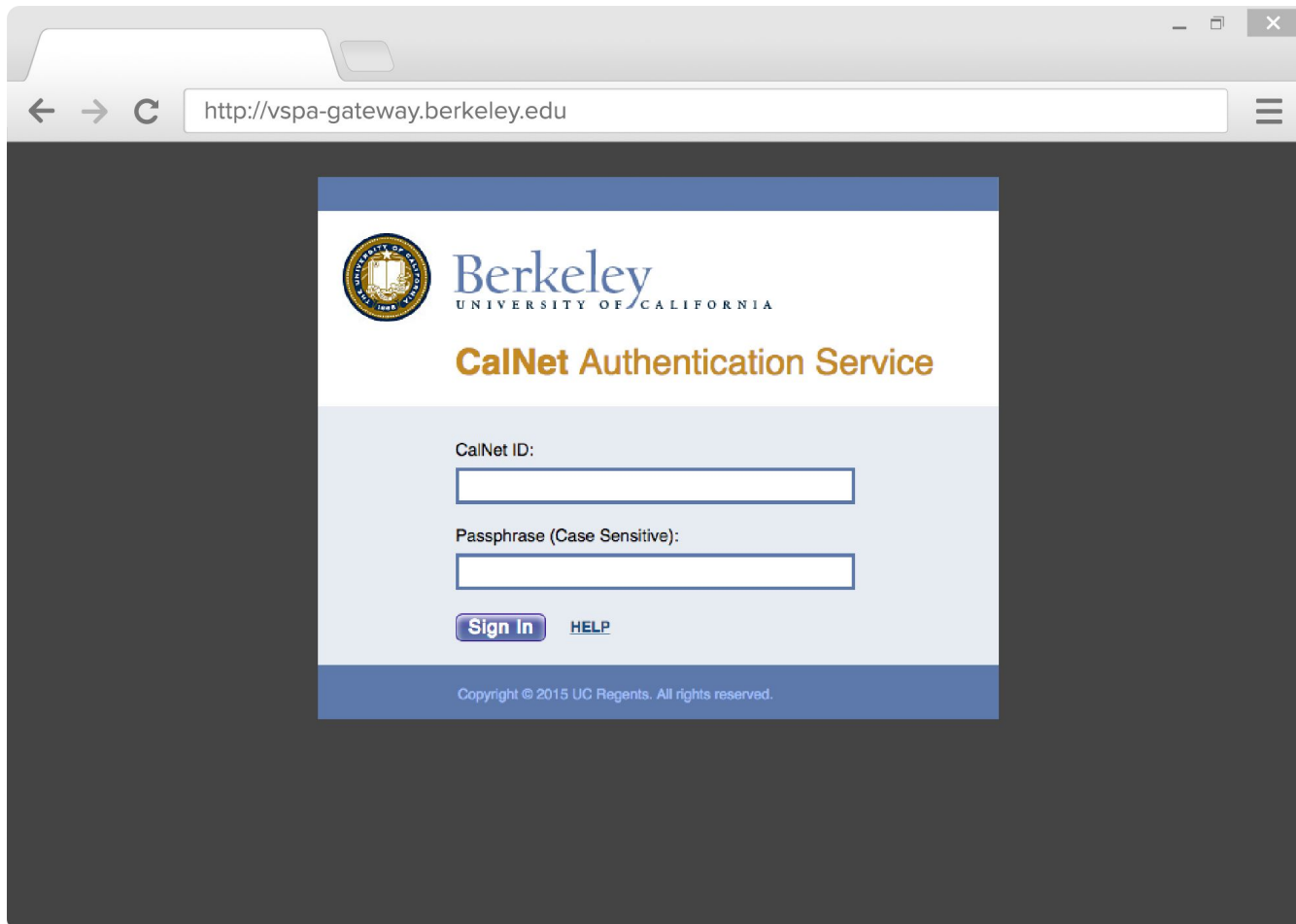
- Forms to Invite Visiting Scholars or Postdocs
 - Invitation Form for Visiting Student Researcher
 - Invitation Form for Postdoc
 - Invitation Form for LBL Postdoc
 - Invitation Form for Visiting Scholar

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 UCPATH records and create visit reappointments.
 - Search
 - Browse Lists
 - Submitted
 - Prepared
 - Approved
 - Active
 - Expired
- Pages to Manage VSPA Departments and Users
 - Manage Users
 - Manage Departments
 - Settings

VSPA Gateway
Visitors
Browse Lists
All Departments
Invite VSR
Invite PD
Invite LBL PD
Invite VS
Instructions
Users
Departments
Settings
Reports
Logout
VSPA Home Web Site

Access to the VSPA Gateway

A screenshot of a web browser window showing the VSPA Gateway login page. The browser's address bar displays the URL "http://vspa-gateway.berkeley.edu". The page features the University of California Berkeley logo and the text "CalNet Authentication Service". Below this, there are two input fields: "CalNet ID:" and "Passphrase (Case Sensitive):". A "Sign In" button is positioned below the passphrase field, with a "HELP" link to its right. At the bottom of the page, a copyright notice reads "Copyright © 2015 UC Regents. All rights reserved.".

http://vspa-gateway.berkeley.edu

 **Berkeley**
UNIVERSITY OF CALIFORNIA

CalNet Authentication Service

CalNet ID:

Passphrase (Case Sensitive):

Sign In [HELP](#)

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In order to gain or change access to the VSPA Gateway, you must have your BRS Team supervisor/leader email VSPA at vspa@berkeley.edu with your name and the departments you are requesting access to.

User Roles in the VSPA Gateway

A UC Berkeley faculty member in an academic department or organized research unit invites and agrees to host an affiliate (postdoc, visiting scholar or visiting student researcher).

BRS HR Partners who process affiliate applications will be assigned User Role(s) in the VSPA Gateway.



Preparer

A designated departmental Preparer receives web-based applications submitted directly by the applicants.

Additionally, the departmental Preparer provides other required details regarding the proposed visit.



Approver

A designated departmental Approver receives and reviews prepared applications and decides whether to approve or decline an application.

The Pre-Arrival Process At-A-Glance

Step 1

Inviting and Submitting an Affiliate Application

Preparer invites prospective affiliate to fill out the Gateway application

Prospective affiliate fills out application and clicks **Submit**

Preparer receives notification of submitted application and reviews information for errors

OR

Preparer bypasses the invite function and goes directly to Step 2

Step 2

Preparing an Affiliate Application

If Step 1 was bypassed, Preparer completes the application on behalf of the scholar and clicks **Prepare**

OR

After Preparer reviews the submitted application, the Preparer completes the remaining application and clicks **Prepare**

Approver receives notification of the prepared application

Step 3

Approving an Affiliate Application

Approver reviews the application and verifies that all requirements are met

Approver notifies Preparer if additional information is needed

If all requirements are met, the Approver clicks **Approve** and Preparer receives an email notification with a URL to the appointment letter

If requirements are not met, Approver clicks **Decline**, and the Approver reconciles information with the Preparer who can resubmit the application

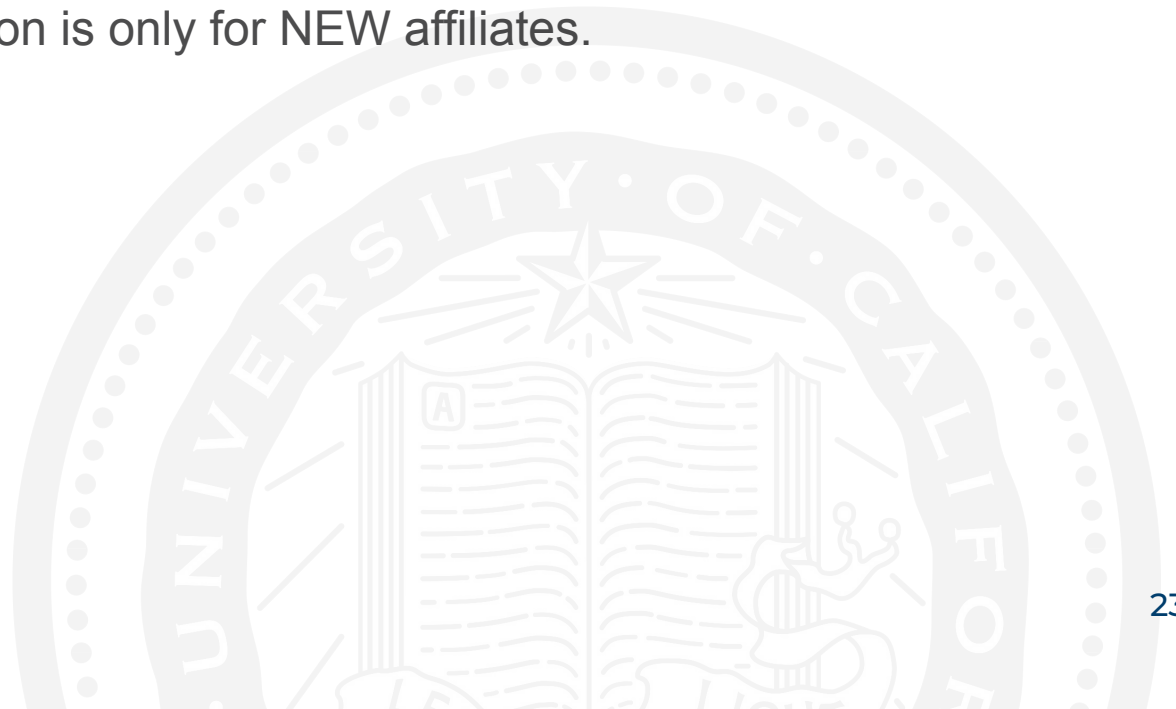
Step 1

Inviting or Submitting an Affiliate Application

The Invite Function

Once the prospective affiliate has secured a faculty sponsor in a department and negotiated an appointment period, a Preparer or Approver may use the VSPA Gateway to invite the new affiliate to complete an application.

The Invite function is only for NEW affiliates.

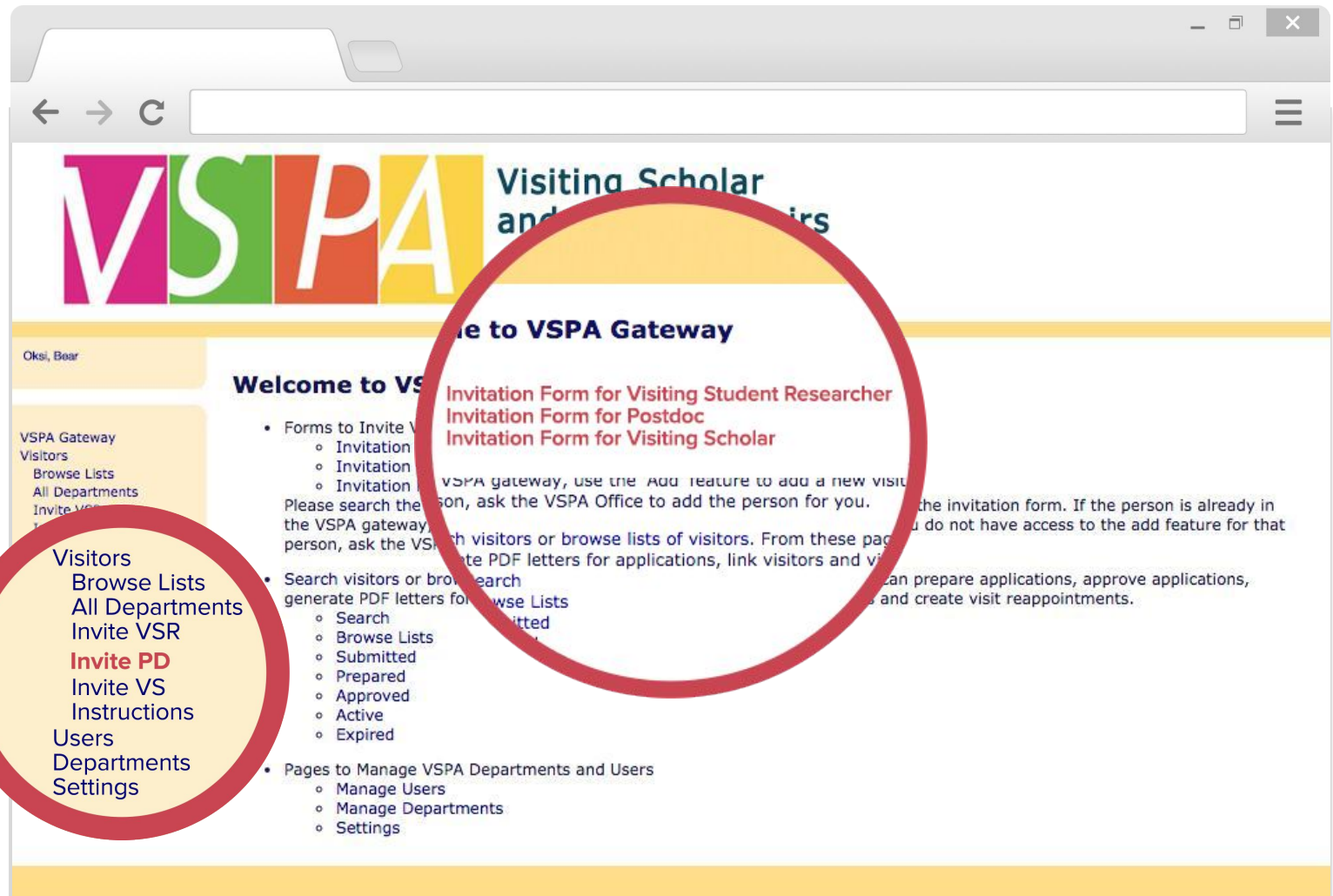


The Invite Function

The **Invite** function requires a minimum amount of information that the Preparer must first fill in:

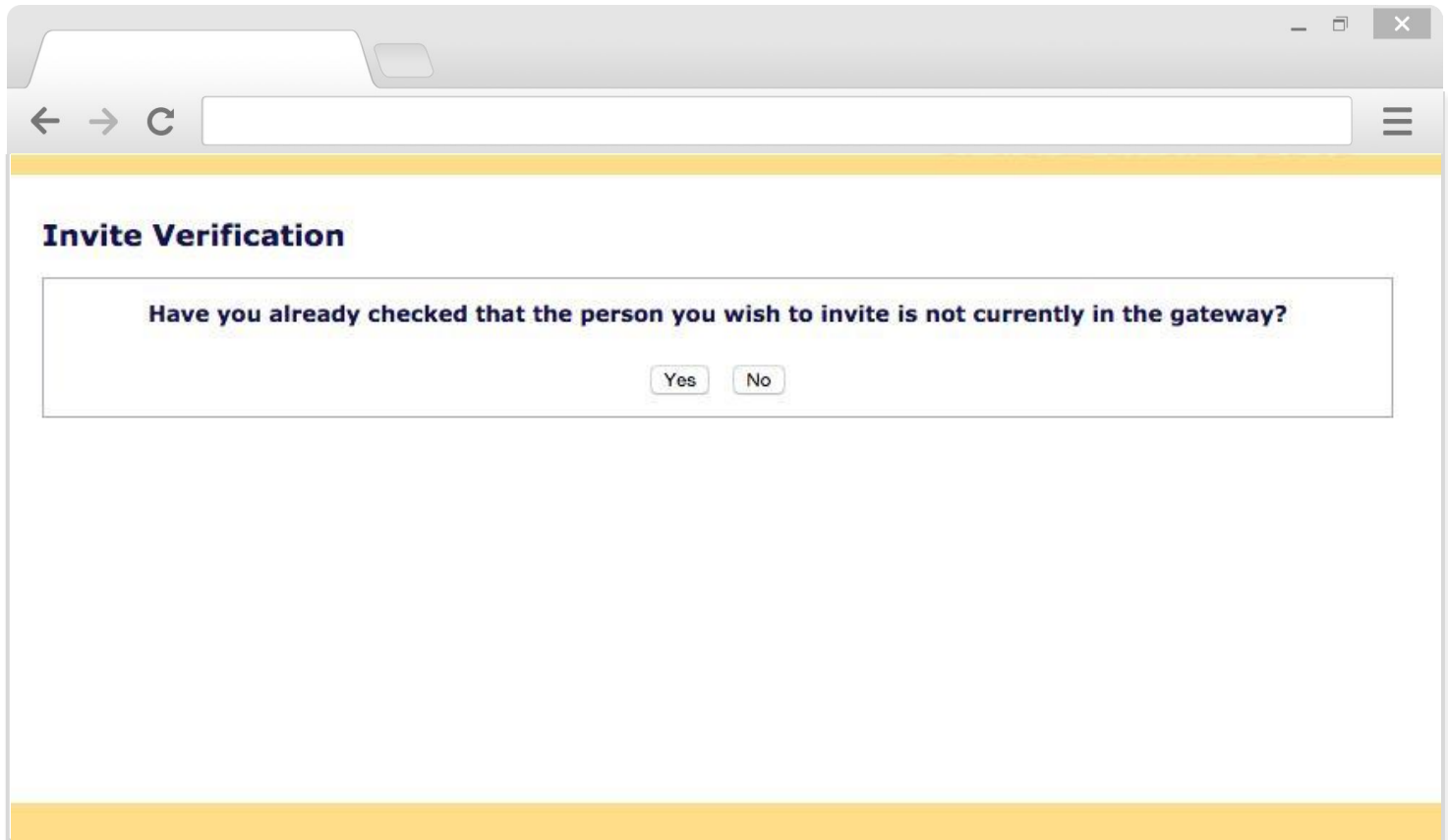
- Name
- Visa Type
- Email
- Sponsoring Department
- Visiting Dates
- Name of Sponsor

Preparers can then invite the affiliate to fill in the rest of the application or the **Invite** function may be skipped completely by a Preparer who fills in the entire application on behalf of the scholar.



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 process is the same for all affiliate types.



The screenshot shows a web browser window with a single tab. The address bar is empty. The page content features a yellow header bar at the top and a yellow footer bar at the bottom. In the center, there is a white box with a thin border containing the following text:

Invite Verification

Have you already checked that the person you wish to invite is not currently in the gateway?

Below the question are two buttons: "Yes" and "No".

The **Invite** 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.

Invite

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

Administrator Notes:

Personal Data

Family Name: Bear

First Name: Oski

Middle Name:

Birthdate: 1868 June 14 (Year/Month/Day)

Sex: Female ☒ Male ☐

Country of Citizenship: USA

Visa Type:

Permanent Address

Street:

City:

Province:

Country:

Zip Code/Postal Code:

Telephone:

Email: oski@aol.com

Berkeley Email:

Opt-Out from VSPA E-mails: ☐

This should be the address where the scholar permanently resides (e.g. home country, home state)

Proposed Visit

Status: Proposed

Application Type: Initial Application

Begin Date: 2015 Jan 1 (Year/Month/Day)

End Date: 2015 Dec 1 (Year/Month/Day)

Purpose of Visit:

Campus Sponsoring Unit: Chemistry

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

Administrative Contact: Oski Bear

The screenshot shows a web browser window with a tab. The address bar is empty. The page title is "Users to Send Email Notices". Below the title, there is a section with the text "Use All Default Users:" followed by a checkbox. A red arrow points to the checkbox, which is currently checked. Below this, there is a "Select Users:" label followed by a list box. The list box contains the following names and roles: Aridomi, Haruna Amy (Administrator), CASTANEDA, Sam (Administrator), Flores, Susana E (Administrator), Kuo, Yu-Tin (Administrator), LUMSEY, Cassandra (Preparer), Lim, Lizette J. (Administrator), MAYS, Laura L. (Approver, Preparer), and Jones, John (Preparer). The list box has a scroll bar on the right. Below the list box, there are four buttons: "Invite", "Submit Application", "Prepare", and "Approve". Red arrows point to the "Invite" and "Prepare" buttons.

Users to Send Email Notices

Use All Default Users: ☒ ←

Select Users:

- Aridomi, Haruna Amy (Administrator)
- CASTANEDA, Sam (Administrator)
- Flores, Susana E (Administrator)
- Kuo, Yu-Tin (Administrator)
- LUMSEY, Cassandra (Preparer)
- Lim, Lizette J. (Administrator)
- MAYS, Laura L. (Approver, Preparer)
- Jones, John (Preparer)

Invite Submit Application Prepare Approve

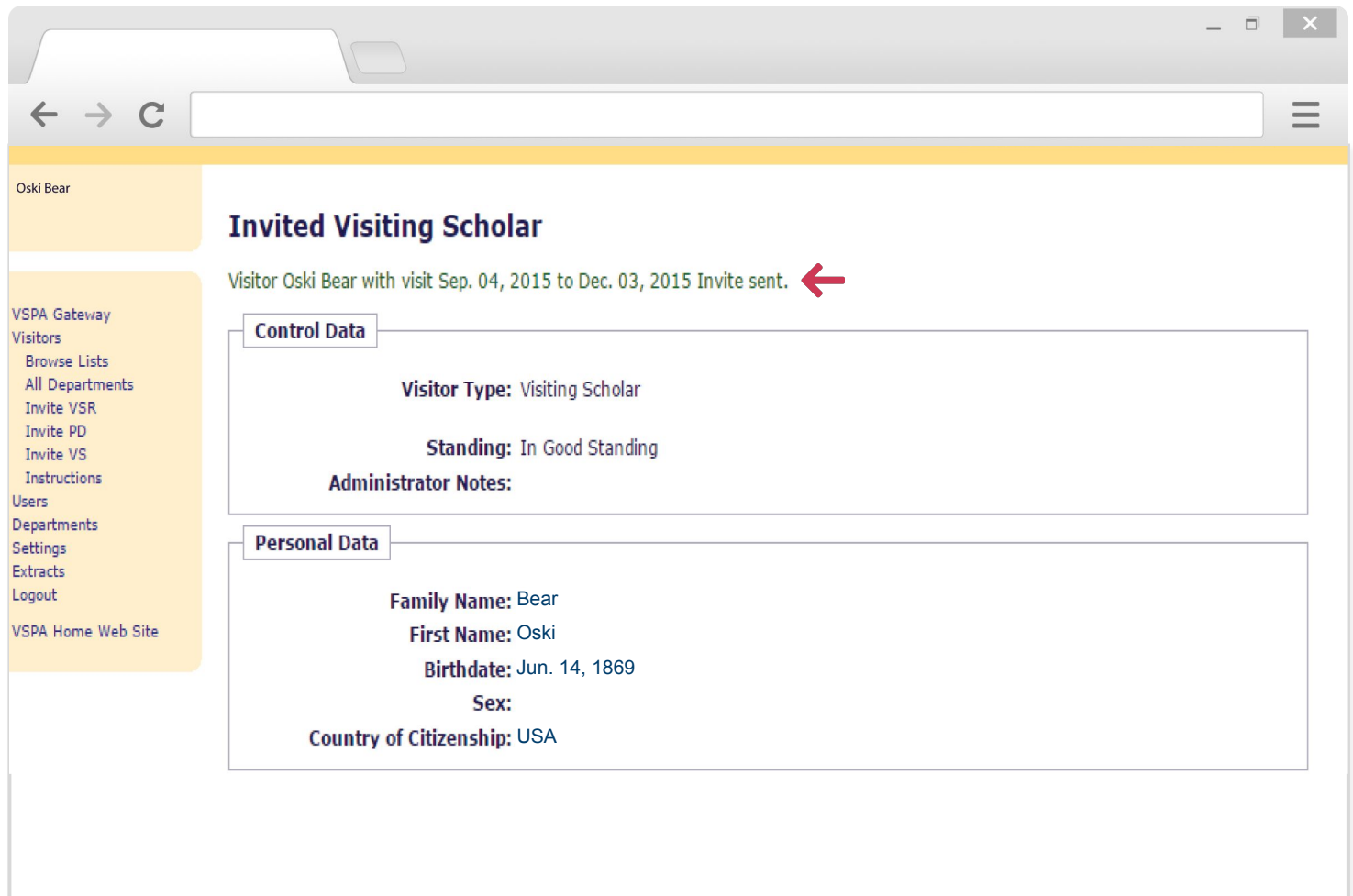
↑ ↑

After you have filled out the required fields on the invitation form:

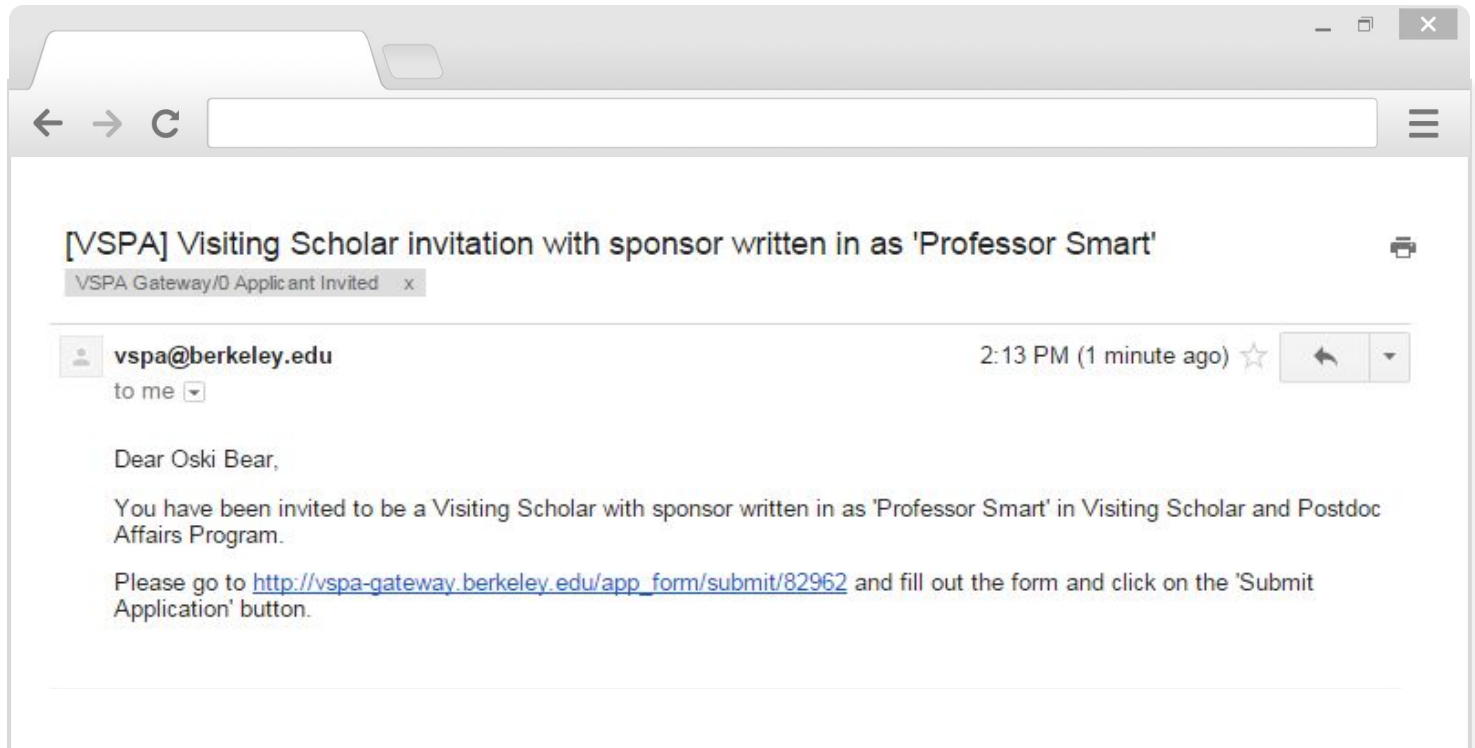
Unclick **Use All Default Users** and then select Preparers and Approvers in your department who should be notified of an incoming application.

Click **Invite** to send the application to the affiliate; OR

Click **Prepare** to submit the application to the approver for review and approval.



Invite Notification



This email will be sent to the affiliate to notify them of an invitation to fill out their application in the VSPA Gateway. The notification email is the same for all affiliates.

All Preparers and Approvers that were selected at the bottom of the invite page will be sent this same e-mail.

Application

Application for Visiting Scholar Appointment

Employment

Click this checkbox if you are currently a University of California employee. ☐

Personal Data

Family Name:

First Name:

Middle Name:

Birthdate: (Year/Month/Day)

Sex: Female ☒ Male ☐

Country of Citizenship:

Permanent Address

Street:

City:

State: (Enter if in USA)

Country:

Zip Code/Postal Code:

Telephone:

Email:

Berkeley Email:

This should be the address where the scholar permanently resides (e.g. home country, home state)

The link in the email will take the affiliate to the application to fill in the remaining fields.

Application

Information About Your Spouse/Partner

Family Name:
First Name:
Middle Name:
Country of Citizenship:
Email:

Academic History

Type of Highest Degree:
Date of Degree: (Year/Month)
Institution of Degree:

Current Employer

If you're employed by a company that is sponsoring your visit, please fill out the following fields.

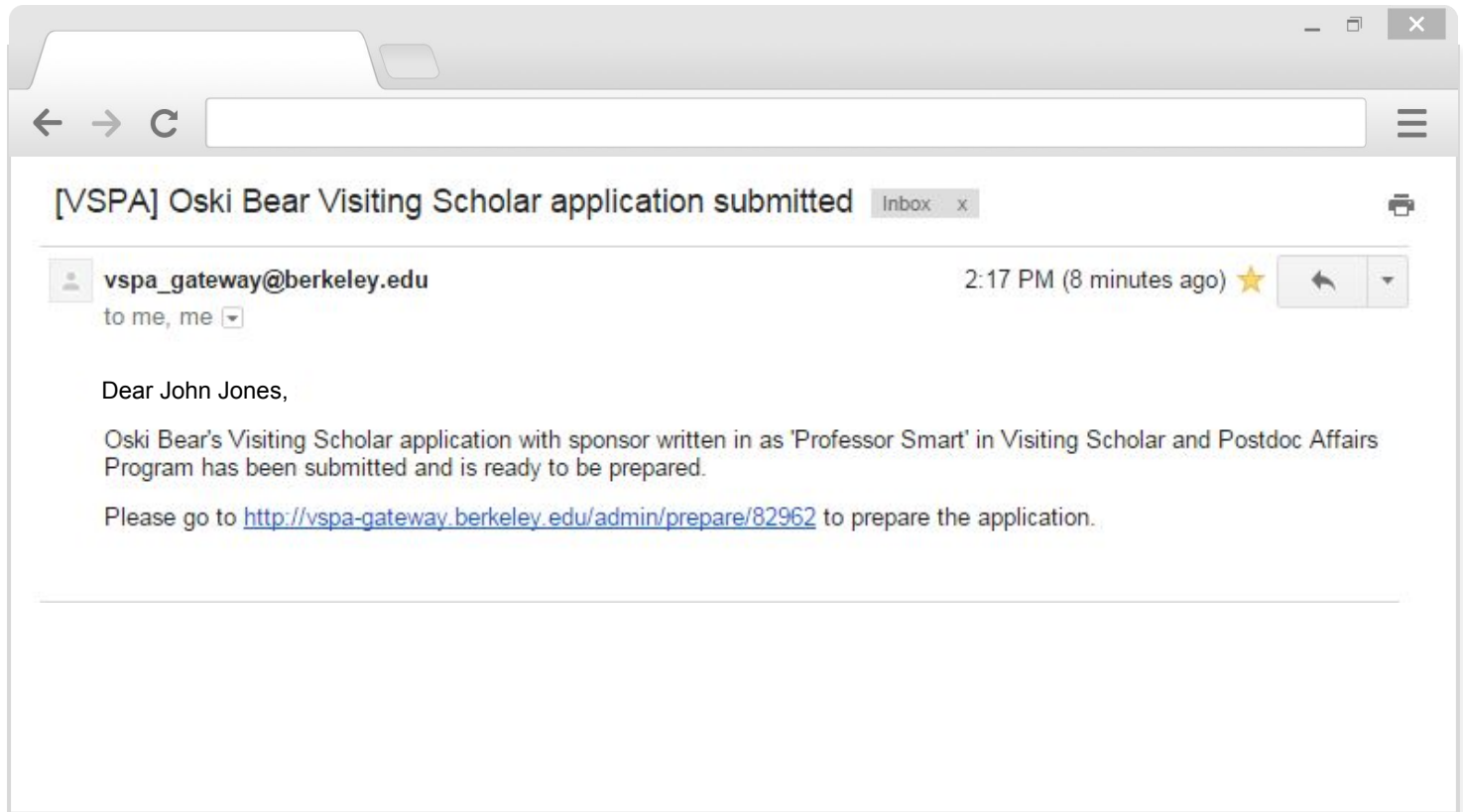
Company Name:
Position:
Company Email:
Supervisor Name:
Supervisor Email:

Proposed Visit

Begin Date: (Year/Month/Day)
End Date: (Year/Month/Day)
Purpose of Visit:
Campus Sponsoring Unit:
Faculty or P.I. Sponsor: (Last Name, First Name)

Once the scholar has filled in all the information, they can press **Submit Application** so that it is sent to the Preparer to review.

Application Notification



A notification email will be sent to the Preparer with a link to the application.

Step 2

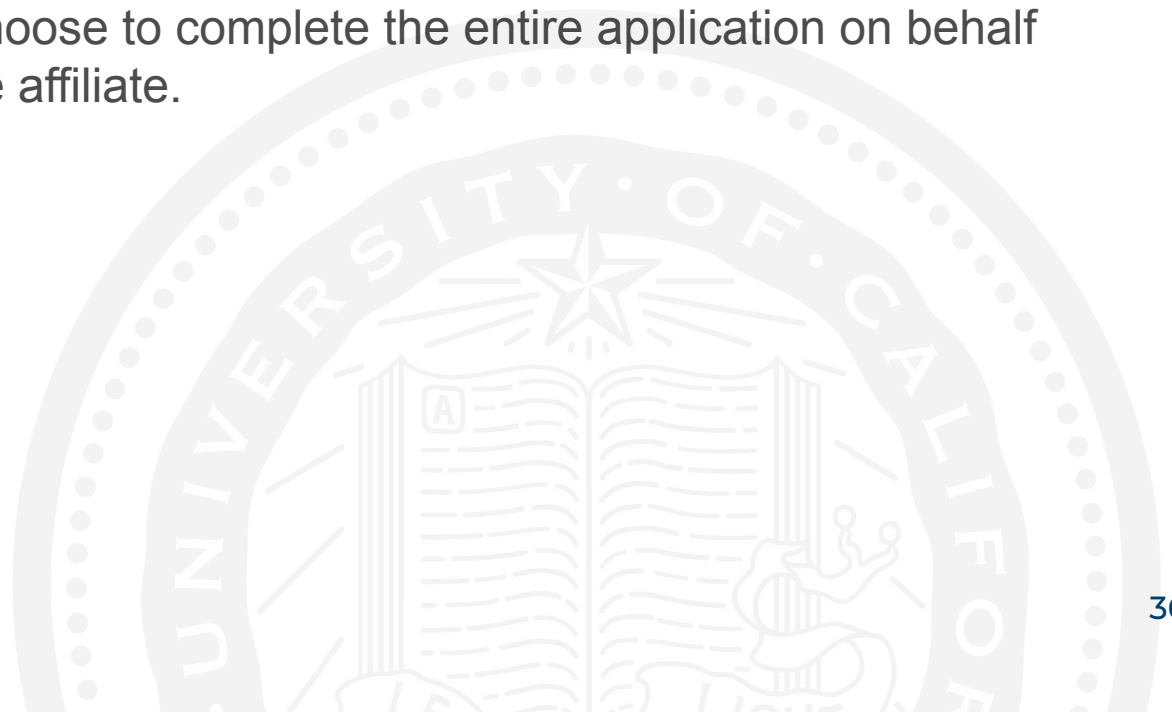
Preparing an Affiliate Application

The Prepare Function

A Preparer reviews submitted applications from the prospective affiliate for errors.

This step happens only if the Preparer decides to invite the prospective affiliate to fill in part of the application. If the submitted application has no errors, the Preparer completes the remaining data fields on the application required.

Preparers may choose to complete the entire application on behalf of the prospective affiliate.



Application

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

Administrator Notes:

Personal Data

Family Name:

First Name:

Middle Name:

Birthdate: (Year/Month/Day)

Sex: Female ☐ Male ☐

Country of Citizenship:

Visa Type:

Permanent Address

Street:

City:

Province: (Enter if not in USA)

Country:

Zip Code/Postal Code:

Telephone:

Email:

Berkeley Email:

Opt-Out from VSPA E-mails: ☐

This should be the address where the scholar permanently resides (e.g. home country, home state)

If you are filling out the application on behalf of the visitor, be sure to mark the check box at the top.

The screenshot shows a web browser window with a form titled "Academic History". The form contains the following fields:

- Type of Highest Degree:** A dropdown menu with a red arrow pointing to it. To its right is the text "(or anticipated degree)".
- Date of Degree:** Two dropdown menus for year and month, with the text "(or anticipated Year/Month)" to their right.
- Institution of Degree:** A text input field.

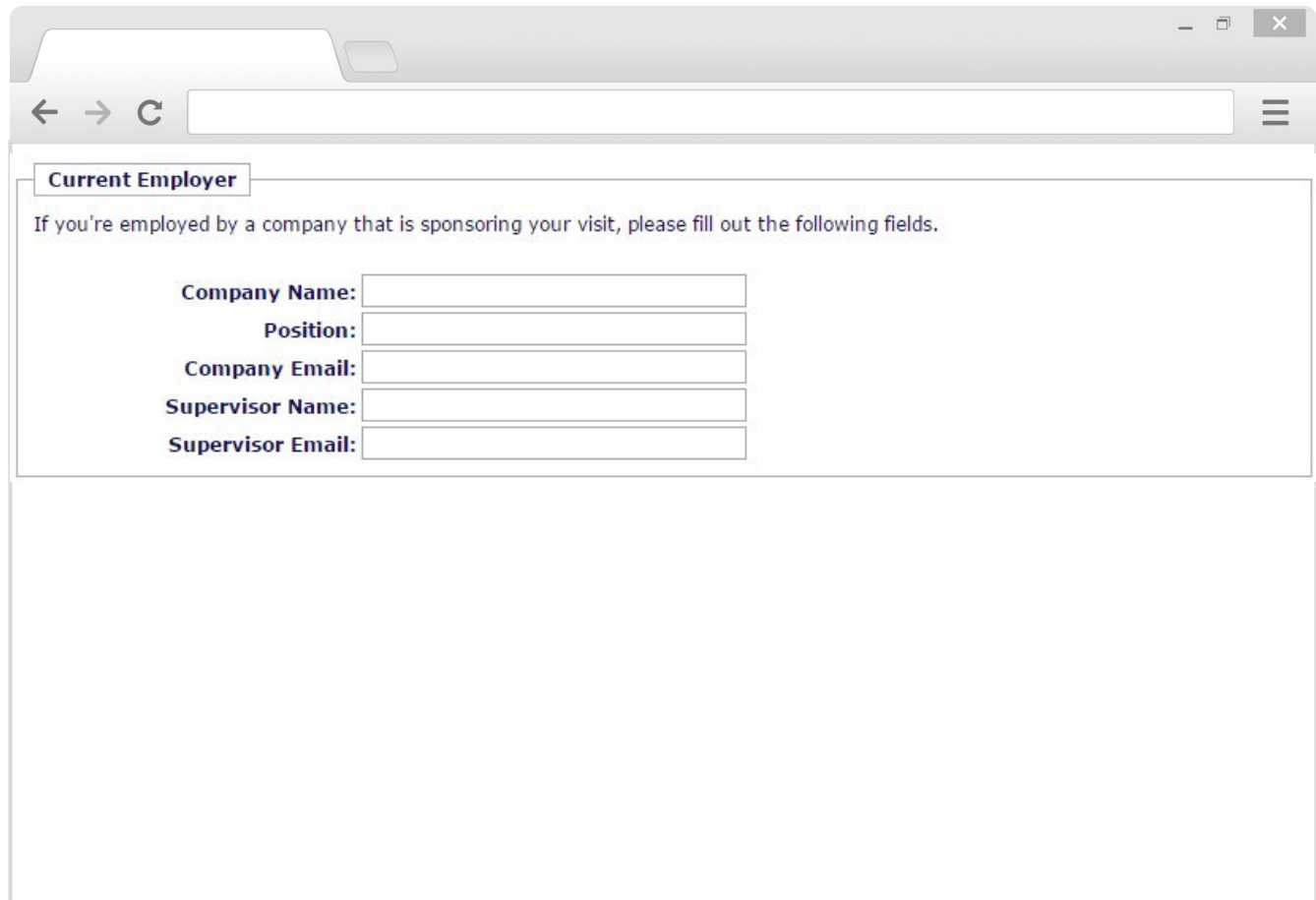
Below these fields is a note: "Degree goal fields only need to be filled out for visiting student researchers."

Below the note are two more fields:

- Type of Degree Goal:** A dropdown menu with a red arrow pointing to it.
- Institution of Degree Goal:** A text input field.

For visiting student researchers, the **Type of Highest Degree** refers to the highest degree they have ALREADY obtained/earned.

Visiting scholar applications will not show the **Type of Degree Goal** section.



The image shows a web browser window with a tab and address bar. The page content is titled "Current Employer" in a small box. Below the title is a paragraph: "If you're employed by a company that is sponsoring your visit, please fill out the following fields." This is followed by five labeled input fields: "Company Name:", "Position:", "Company Email:", "Supervisor Name:", and "Supervisor Email:". Each label is followed by a rectangular text input box.

Current Employer

If you're employed by a company that is sponsoring your visit, please fill out the following fields.

Company Name:

Position:

Company Email:

Supervisor Name:

Supervisor Email:

The **Current Employer** section is available for visiting scholars only. If the visitor is employed as a postdoc, professor, assistant professor or lecturer at another institution, or has a full-time paid position elsewhere, please list this information.

Financial Support While at UC Berkeley

Amount per Month: \$ 1600

Name of Funding Agency: Personal

Type of Funding Source: Personal/Self Supporting

Job Code and Title: Visiting Scholar (VS)

Work Location/Lab

Room Number: 22

Building: DWINELLE

Users to Send Email Notices

Use All Default Users: ☐ ←

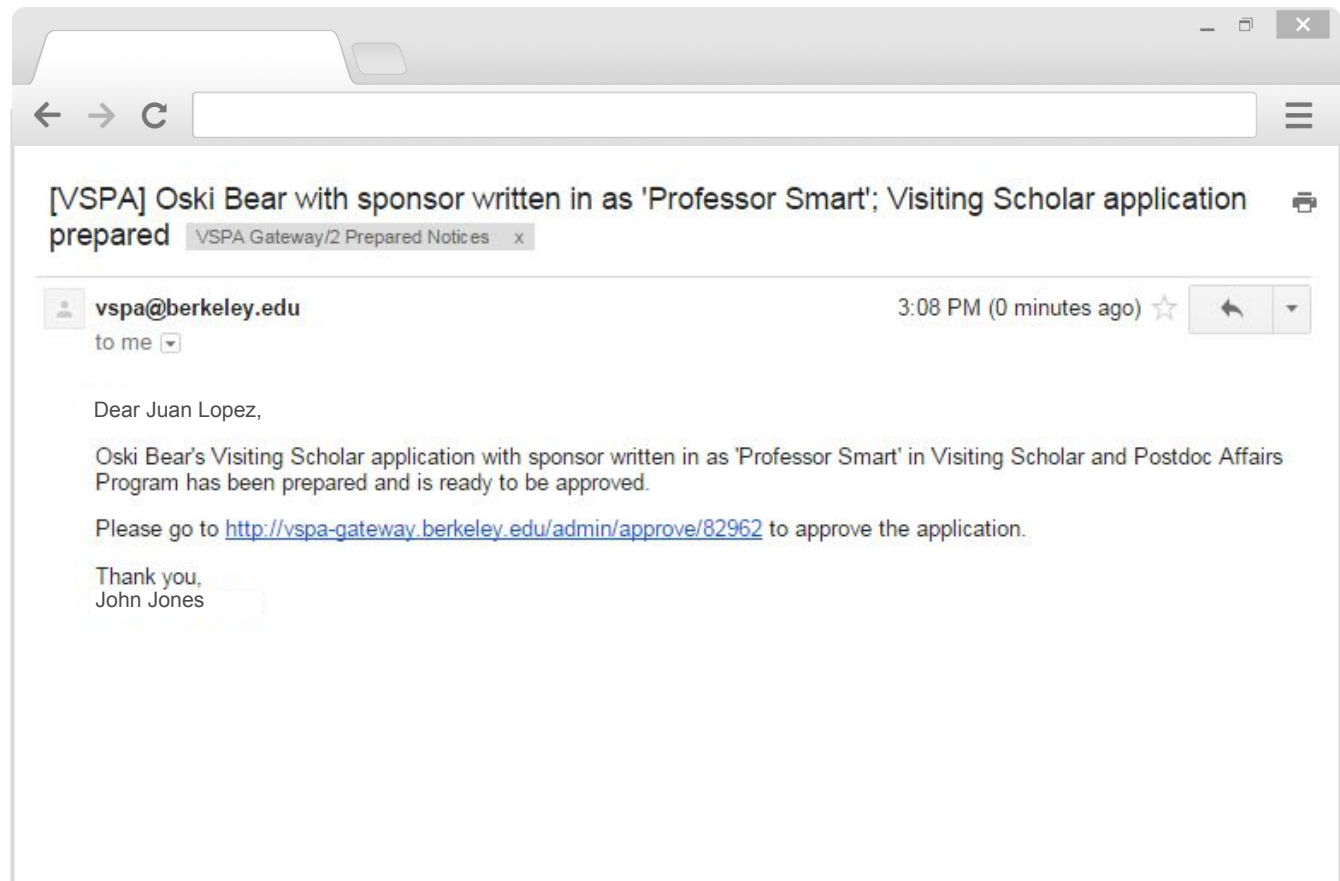
Select Users:

- Aridomi, Haruna Amy (Administrator)
- CASTANEDA, Sam (Administrator)
- Flores, Susana E (Administrator)
- Kuo, Yu-Tin (Administrator)
- LUMSEY, Cassandra (Preparer)
- Lim, Lizette J. (Administrator)
- MAYS, Laura L. (Approver, Preparer)
- Lopez, Juan (Approver)

Prepare ←

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

THE PREPARER IS RESPONSIBLE TO VERIFY ALL INFORMATION.



A notification email will be sent to the Preparer, the Approver and other administrators selected with a link to the application.

The image shows a web browser window displaying a form for address entry. The form is divided into two main sections: 'Permanent Address' and 'Local Mailing Address'.

Permanent Address Section:

- Street:** 1 Campanile Tour
- City:** Paris
- Province:** (Empty field with note: (Enter if not in USA))
- Country:** France (Dropdown menu)
- Zip Code/Postal Code:** (Empty field)
- Telephone:** 8885552222
- Email:** unbearable@berkeley.edu
- Berkeley Email:** (Empty field)
- Opt-Out from VSPA E-mails:** ☐
- Instruction:** This should be the address where the scholar permanently resides (e.g. home country, home state)

Local Mailing Address Section:

- Street:** 1111 Berkeley Way
- City:** Berkeley
- State:** California (Dropdown menu)
- Zip Code/Postal Code:** 94704
- Instruction:** This should be the address where the scholar will reside during his/her research appointment at UC Berkeley (if known). Scholars must remember to advise their department administrator if they move or change their local address during their appointment period.

It is important to obtain the U.S. local mailing address of all affiliates while they are at Berkeley.

If the affiliate changes addresses during their research stay, they must notify the VSPA so the Gateway record can be updated.

For Postdoc Applications Only

The screenshot shows a web browser window with a form titled "Previous Postdoc Experience". A red arrow points to the "Previous Postdoc Experience" tab. Below the tab, there are three input fields: "Institution:" (a text box), "Begin Date:" (two dropdown menus for Year and Month), and "End Date:" (two dropdown menus for Year and Month). To the right of the "End Date" fields is the text "(Year/Month)". Below these fields is a horizontal line with "Delete This" on the right and "Add Another Institution" on the left, with a red arrow pointing to the "Add Another Institution" text. Below this section is another tab titled "Academic History". A red arrow points to the "Type of Highest Degree:" dropdown menu, which is currently set to "PhD". To the right of this dropdown is the text "(or anticipated degree)". Below this is the "Date of Degree:" section, which has two dropdown menus for Year (set to "2014") and Month (set to "April"), with the text "(or anticipated Year/Month)" to the right. Below this is the "Institution of Degree:" text box, which contains the text "UC Berkeley".

This section is only for past postdoc experience at OTHER institutions, not UC Berkeley. Multiple visits at other institutions can be added by clicking on **Add Another Institution**.

Previous Postdoc Experience

Institution:

Begin Date: (Year/Month)

End Date: (Year/Month)

[Delete This](#)

[Add Another Institution](#)

Academic History

Type of Highest Degree: (or anticipated degree)

Date of Degree: (or anticipated Year/Month)

Institution of Degree:

HCM Information

HCM ID:

Proposed Visit

Status: Proposed

Application Type:

Begin Date: (Year/Month/Day)

End Date: (Year/Month/Day)

Purpose of Visit:

Campus Sponsoring Unit:

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

Comments:

Administrative Contact: Oski Bear

Nothing in the **Comments** section should be deleted or altered!

This section is for VSPA and department administrators to make notes about a specific application. Examples: exceptional approvals, revised appointment dates.

For Postdoc Applications Only

The screenshot shows a web browser window with a 'Letter Customization' form. The form is titled 'Letter Customization' and has a sub-header 'Customize Initial Postdoc Letter'. It contains several sections: 'Location on Campus' with a text box and a red instruction; 'Optional Paragraph' with a text box and a red instruction; 'Alternate Signature' with a checked checkbox and three text boxes for name, title, and CC'd to; and a final note about the Administrative Contact. The browser's address bar is empty, and the window has standard OS controls.

Letter Customization

Customize Initial Postdoc Letter

Location on Campus: The postdoc's work location on campus must be typed out to include the building name and room number.

This is the physical location of the scholar's lab or research unit/department. This field will be included in the scholars' appointment and re-appointment letters.

Optional Paragraph: Optional Paragraph informs the Postdoc of any additions to the contract. Text entered here will be inserted at the end of the first paragraph of the Postdoc appointment letter.

Alternate Signature: ☒

Dean/Chair/Director's Name:

Dean/Chair/Director's Title:

The Letter Should Be CC'd to:

Add the email addresses to whom the appointment letter should be sent upon approval

The name of the Administrative Contact will be listed automatically as a CC and does not need to be included above.

Clicking on the **Alternate Signature** box adds a customized Title and Name to the end of the Approval Letter. Otherwise, the faculty sponsor's name is automatically generated in the appointment letter.

For Postdoc Applications Only

The screenshot shows a web browser window with a form titled "Financial Support While at UC Berkeley". The form is divided into two sections: "Primary Funding" and "Supplementary Funding".

Primary Funding

- Amount per Month: \$ 2500
- Name of Funding Agency: Government
- Type of Funding Source: Federal Govt. (dropdown menu)
- Job Code and Title: 3252 - Postdoctoral Scholar - Employee (HE) (dropdown menu)
- Link: [Add Supplementary Funding Source](#)

Supplementary Funding

- Amount per Month: \$ 1500
- Name of Funding Agency: NIH
- Type of Funding Source: Private Agency/Business (dropdown menu)
- Job Code and Title: 3254 - Postdoctoral Scholar - Paid Direct (HD) (dropdown menu)
- Link: [Delete This](#)
- Link: [Add Supplementary Funding Source](#)

Amount per month must be numeric with no commas.

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 provides the majority of funds.

Click on **Add Supplementary Funding Source** to add supplementary sources of funding and a secondary job code.

For Postdoc Applications Only

Financial Support Funding Documents

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

Funding Document: No file chosen

For Postdoc Paid Directs (3254) funding documents must be uploaded.

Please combine all funding documents into 1 file as there is a 1 file maximum.

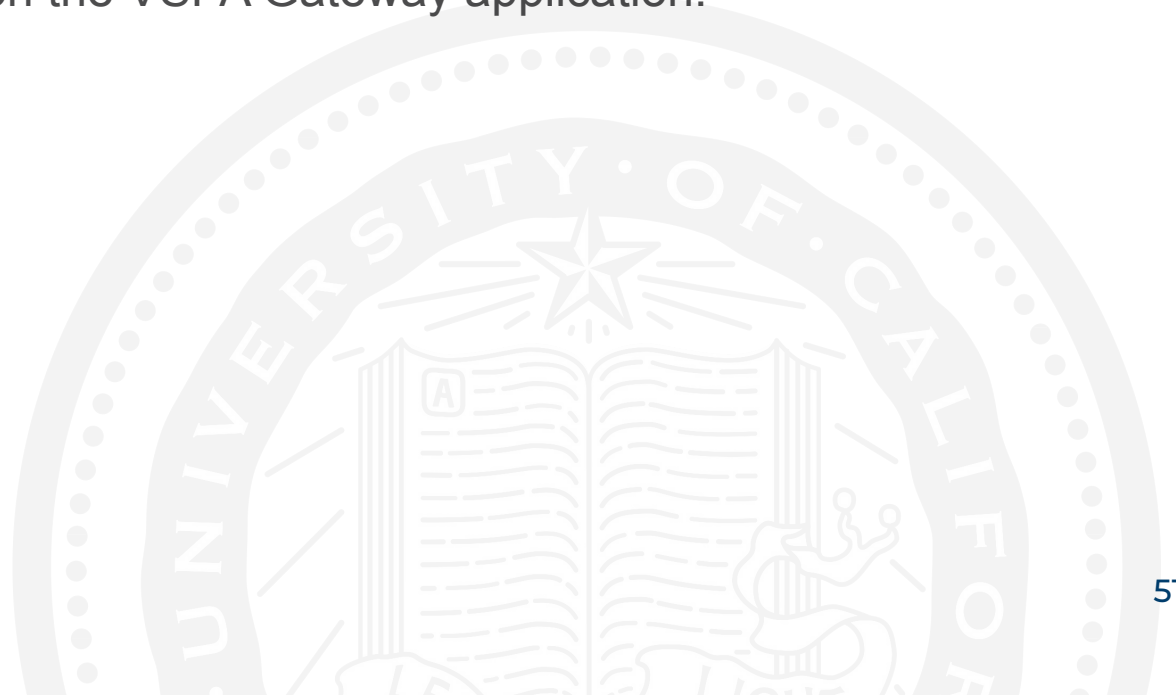
Step 3

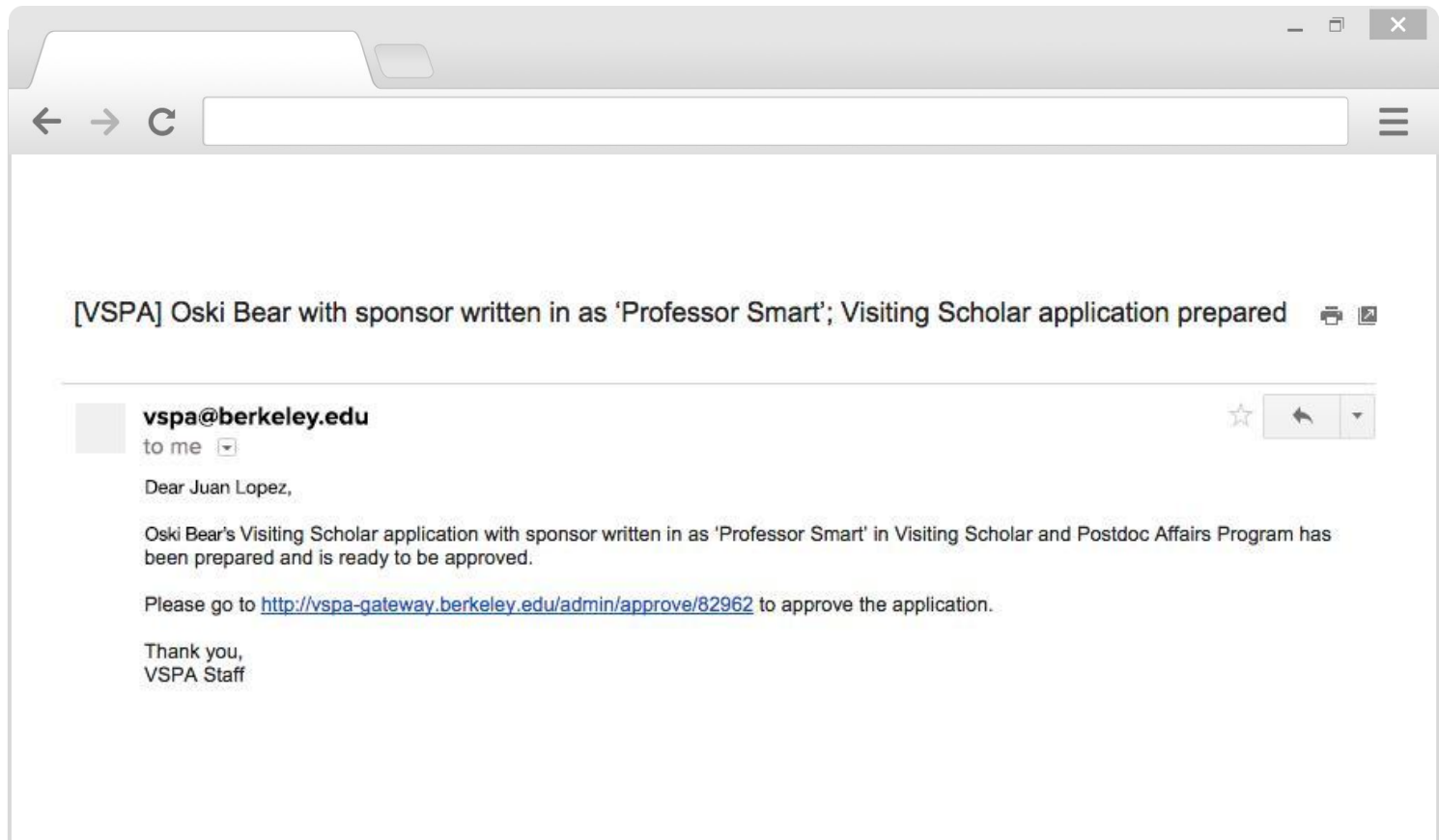
Approving an Affiliate Application

Approval Process

An Approver reviews a completed application and checks for compliance and accuracy. If everything is correct, the Approver presses **Approve**.

If there are issues with the application, the Approver notifies the Preparer listed on the VSPA Gateway application.





Once the Preparer completes the application and presses **Prepare**, the Approver will receive the above e-mail.

To review the application, the Approver clicks on the link provided in the email.

The screenshot shows a web browser window with a form titled "Financial Support While at UC Berkeley". The form is divided into three main sections:

- Financial Support While at UC Berkeley:**
 - Amount per Month: \$ 1600
 - Name of Funding Agency: Personal
 - Type of Funding Source: Personal/Self Supporting
 - Job Code and Title: Visiting Scholar (VS)
- Work Location/Lab:**
 - Room Number: 22
 - Building: DWINELLE
- Users to Send Email Notices:**
 - Use All Default Users: ☐
 - Select Users: A list of users with roles, including Aridomi, Haruna Amy (Administrator), CASTANEDA, Sam (Administrator), Flores, Susana E (Administrator), Kuo, Yu-Tin (Administrator), LUMSEY, Cassandra (Preparer), Lim, Lizette J. (Administrator), MAYS, Laura L. (Approver, Preparer), and Jones, John (Preparer). The last user, Jones, John (Preparer), is selected.

At the bottom of the form are two buttons: "Approve" and "Decline".

If the application meets VSPA requirements, the Approver presses **Approve**.

If there is missing or incorrect information, the Approver notifies the Preparer to resolve any discrepancies.

A screenshot of a web browser window. The browser has a single tab and a search bar. The page content is as follows:

Approved for Visit of Oski Bear

Visitor Oski Bear with visit Sep. 04, 2015 to Dec. 03, 2015 Approve succeeded.

[Click here to get visiting scholar letter.](#)
[Click here to get visiting scholar letter in word format.](#)

Control Data

Visitor Type: Visiting Scholar

Standing: In Good Standing

Administrator Notes:

Personal Data

Family Name: Bear

First Name: Oski

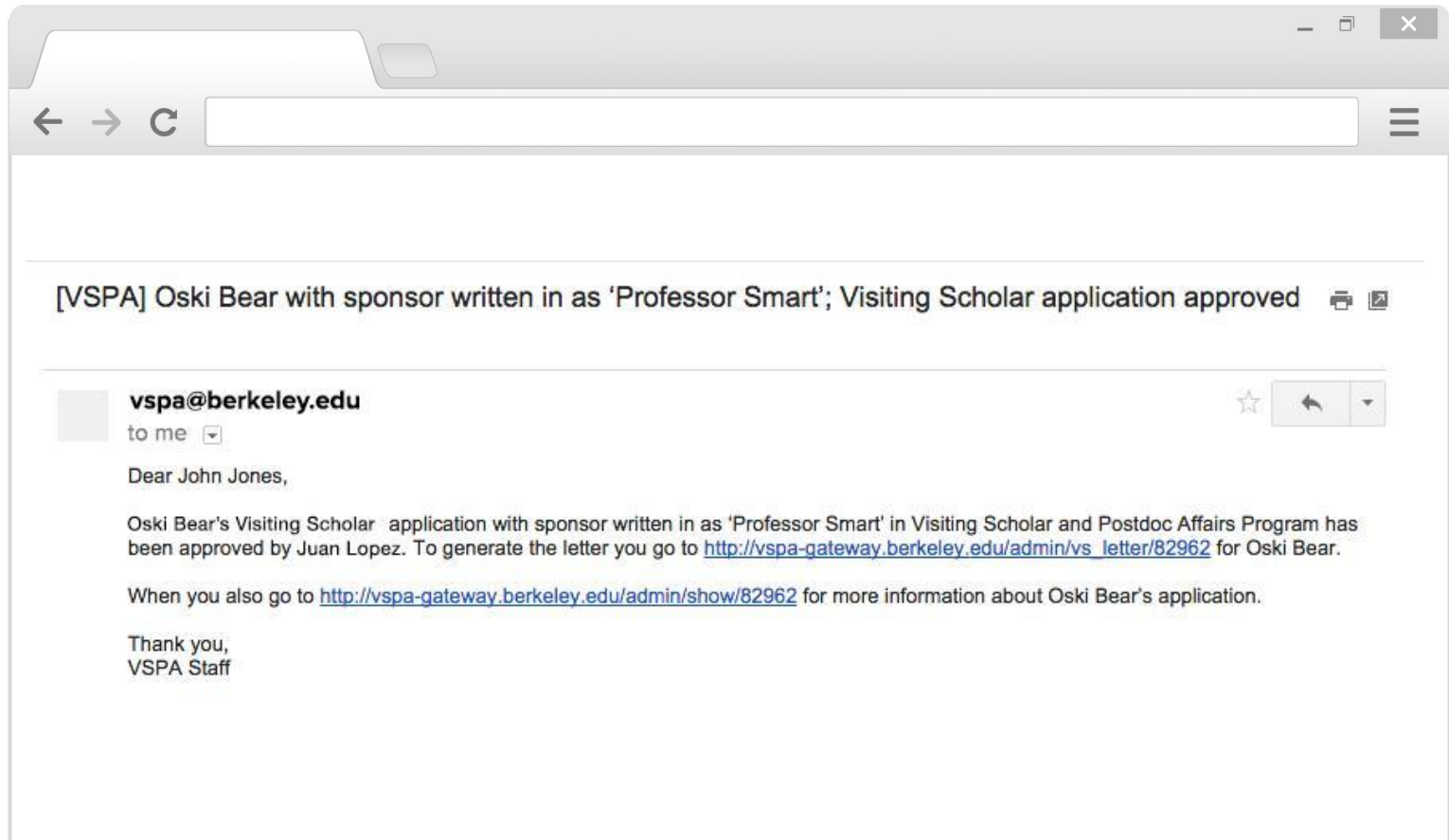
Birthdate: Jun. 14, 1989

Sex: Female

Country of Citizenship: USA

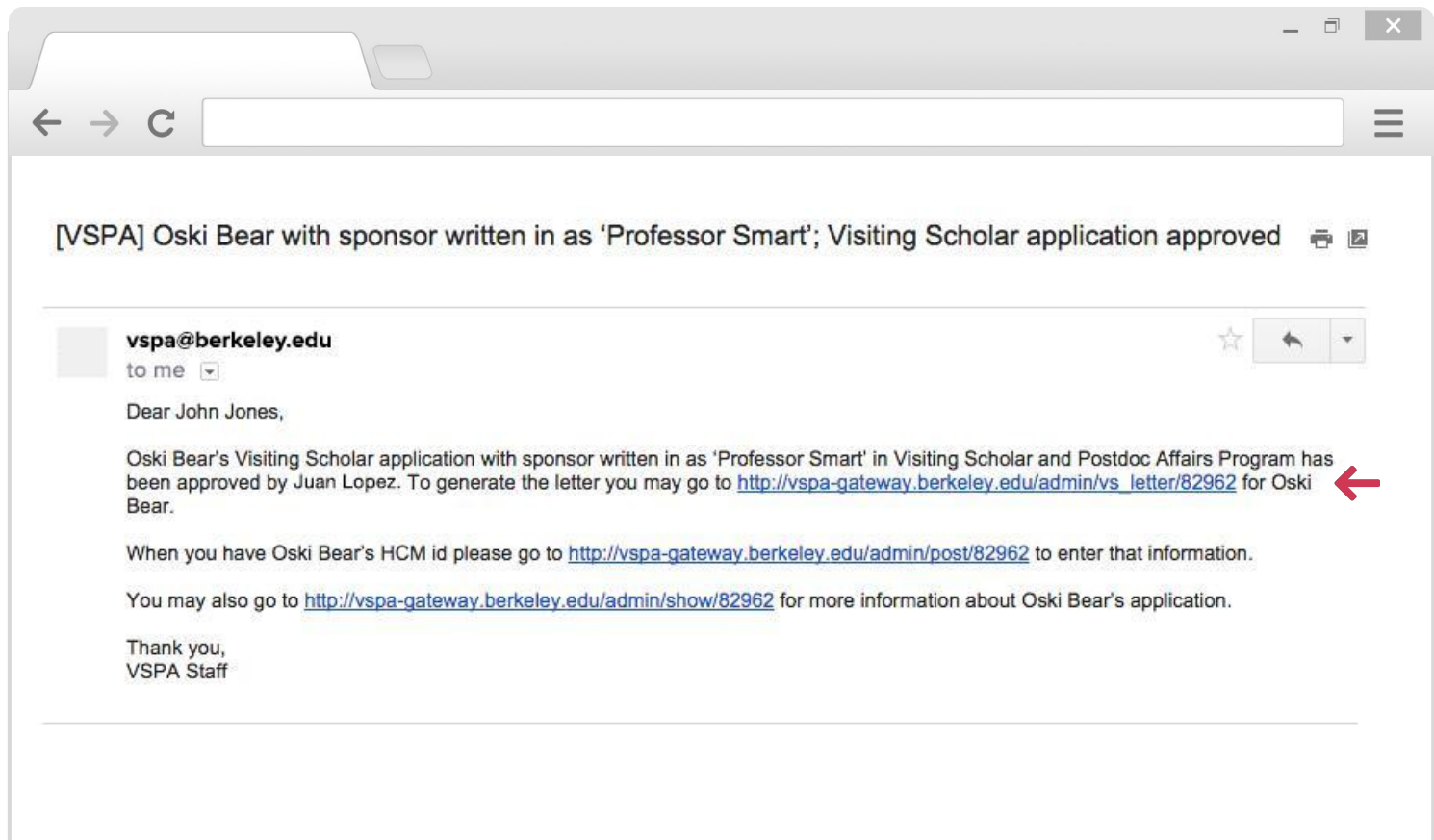
When the application has been successfully approved, the Approver will receive the above message.

Approval Notification



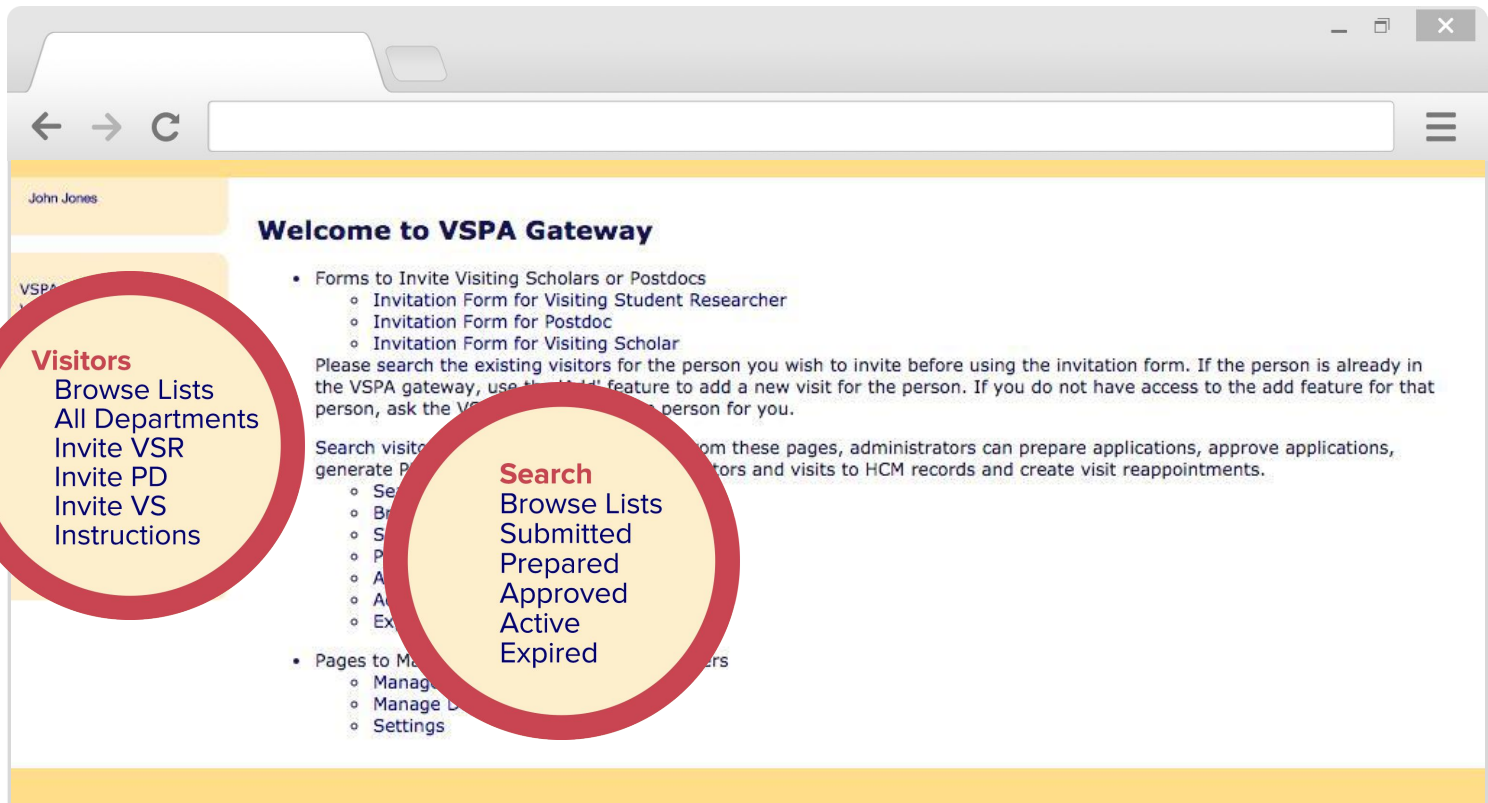
This e-mail message will be sent to the users selected in the application once the application has been approved.

Appointment Letters



To get the appointment letter for an affiliate, click on the link in the e-mail approval notification.

Appointment Letters



You can also retrieve letters by using the search function by going to the VSPA Gateway homepage and clicking on either **Visitors** in the left hand side or **Search**.

Appointment Letters

PRE-ARRIVAL
POST-APPROVAL

Search for Visitors

Search Conditions

Family Name: bear
First Name: oski
HCM ID:
Visitor Type: Any
Status: Any
Campus Sponsoring Unit: Any

Search

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	+/-
Bear, Oski	Sep. 04, 2015 to Dec. 03, 2015			HCM	w VS/VSR1	Add Remove
	Jan. 01, 2016 to May. 03, 2016			HCM	w VS/VSR1 w VS/VSR2	Add Remove

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	+/-
Postdoc, Poesie	Nov. 18, 2015 to Nov. 17, 2016			HCM	w PD1	Add Remove
	Nov. 18, 2016 to Nov. 17, 2017			HCM	w PD1 w PD2	Add Remove

When the affiliate's name shows up, click on **VS/VSR1** or **PD1** under the **Letters** column to obtain the appointment letter.

Sample Postdoc Appointment Letter

UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

POSTDOCTORAL SCHOLAR OFFER/APPOINTMENT LETTER

August 21, 2014

Penelope Postdoc
1432 Vine Street
Berkeley, California 94708

Dear Penelope,

I am pleased to offer you an appointment as a Postdoctoral Scholar - Employee (3252C), in the Energy Biosciences Institute, for the period September 1, 2014 through August 31, 2015. Your full-time (100%) appointment will provide an annual base salary or stipend in the amount of \$42,000 funded by National Cullinary Institute. You will report to Gertrude Ghiradelli as your supervisor and will be located at 354 Stanley Hall. Your research will be focused on: researching chocolate melting points for truffles. This appointment is contingent upon receipt of your Ph.D. certification prior to your start date.

Your work will be featured in the annual Cal Day truffle tasting booth.

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.

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.

Contact Information & Signature

If you have any questions regarding your appointment, please contact **John Jones at 510-643-9681** or **vspa@berkeley.edu**. If you agree to the terms outlined in this offer, please indicate your acceptance by returning a signed copy of this letter to Rachel Min Park as soon as possible.

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

Sincerely,

Professor Smart

Attachment: Appendix A

cc: John Jones

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

Signature _____ Date _____

Upon your arrival to campus, please sign and date below to indicate that you have accepted the terms of this appointment.

Signature _____ Date _____

The administrator's name and contact information will automatically be filled as listed in the Gateway.

The letter will be signed by the affiliate's faculty sponsor/PI unless the **Alternate Signature** box is checked in the Postdoc application.

Postdoc Scholar Benefit Plan

2014 Health and Welfare Postdoctoral Scholar Benefit Plan

The 2014 Benefits information for all postdoctoral scholars is outlined below. Please review the rates and options available which include postdocs and their dependents. Postdoctoral Scholar Employees (title code 3252) will pay the rates as noted; Postdoctoral Fellows (title code 3253) may have some or all of the institutional allowance used to pay the UC's share; and Postdoctoral Paid Directs (title code 3254) may be billed for UC's share if the funding agency has provided funding for health care benefits directly to the postdoc.

Contributions

Per the negotiated Side Letter Agreement, the 2014 monthly contribution levels for the HMO Plan will remain the same percentages (2% for postdoc only and postdoc plus child(ren); 3% for postdoc plus spouse or family coverage) and the monthly contribution levels for the PPO Plan will be \$20 for postdoc only, \$40 for postdoc plus spouse or child(ren), and \$60 for family. Please refer to the chart below for more details.

University of California Postdoctoral Scholar Benefit Plan "PSBP" 2014 Monthly Premium Rates Effective 01-01-14 through 12-31-14				
	HMO		PPO	
Coverage Level	UC	Postdoctoral Scholar	UC	Postdoctoral Scholar
Postdoctoral Scholar	\$472.65	\$9.45	\$464.79	\$20.00
Postdoctoral Scholar + Partner	\$1134.46	\$34.03	\$1115.50	\$40.00
Postdoctoral Scholar + Child(ren)	\$827.21	\$16.54	\$813.40	\$40.00
Postdoctoral Scholar Family	\$1,441.68	\$43.25	\$1,417.64	\$60.00

You may also enroll for dental and vision benefits.
The cost of those premiums are paid for by the University.

All postdoctoral scholar monthly contributions are due on the first of the month. If you are paid through payroll system your contribution will continue to be deducted from your paycheck. If you do not receive pay through the payroll system, you will be billed from Garnett-Powers & Associates. Look for additional information in the mail from Garnett-Powers & Associates.

For more information, visit: <http://www.garnett-powers.com/postdoc> or contact your campus postdoctoral scholar benefits office, Garnett-Powers or the Union for Postdoctoral Scholars, UAW Local 5810 (uaw5810@uaw5810.org), if you have questions.

Appendix A, Health and Welfare Postdoctoral Scholar Benefit Plan is the last page of the appointment letter and gives additional information about benefits for postdoctoral scholars.

This appendix page is updated on an annual basis with direction from APO.

Letter Customization

Text from the **Letter Customization** section of the VSPA Gateway will be included in the letter.

For the initial and reappointment postdoc letters, the following fields can be customized:

Location on Campus
Letter By
Letter Date



Letter Customization

PRE-ARRIVAL

POST-APPROVAL

The screenshot shows a web browser window with a single tab. The address bar is empty. The page title is "Letter Customization". The form is titled "Customize Initial Postdoc Letter". It contains the following fields and instructions:

- Location on Campus:** A large text area for specifying the physical location of the scholar's lab or research unit/department. Below the field, a note states: "This is the physical location of the scholar's lab or research unit/department. This field will be included in the scholars' appointment and re-appointment letters."
- Optional Paragraph:** A text area for an optional paragraph.
- Alternate Signature:** A checkbox followed by a text field.
- The Letter Should Be CC'd to:** Three stacked text fields for listing administrative contacts. Below these fields, a note states: "The name of the Administrative Contact will be listed automatically as a CC and does not need to be included above."

Sample Visiting Scholar Appointment Letter

UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

University of California, Berkeley
Visiting Scholar and Postdoc Affairs (VSPA) Program
<https://vspa.berkeley.edu>
44 Barrows Hall

September 3, 2015

TO: Oski Bear
vspa@berkeley.edu

FROM: Sam Castaneda, Director

A handwritten signature in black ink, appearing to read 'MMA'.

VSPA PROGRAM AFFILIATE AUTHORIZATION

I am pleased to provide confirmation that you have been appointed as a Visiting Scholar in the Visiting Scholar and Postdoc Affairs Program beginning September 4, 2015 and ending December 3, 2015.

As a visiting scholar or visiting student researcher at Berkeley, you are now part of a renowned research community that fosters innovative thinking as well as creativity and collaboration across all fields. To this regard, the Visiting Scholar and Postdoc Affairs (VSPA) Program is dedicated to enhancing your research experience at UC Berkeley. In order to ease your transition to Berkeley, we have developed numerous support programs and services that are available to you. To learn more about them, we encourage you to attend our New Affiliate Orientation which is held the first Thursday of every month. The dates and registration process for the New Affiliate Orientation is available at <http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation>. You can also view [Getting Started](#), a brief summary of the procedures to get recognized for service once you arrive.

University Services Fee

In order to gain access to numerous university privileges and resources, including Berkeley ID cards, library access, and a Berkeley email account, visiting scholars and visiting student researchers must pay the University Services Fee within 3 days of their appointment start date. This fee is mandatory and must be paid in order for affiliates to be in compliance with VSPA Program affiliation requirements. For more information on how to pay the fee, please go to <http://vspa.berkeley.edu/visiting-researcher-scholar-post-arrival-information>.

Sample Reappointment Letters

Postdoc Reappointment Letter

POSTDOCTORAL SCHOLAR REAPPOINTMENT LETTER

August 21, 2014

Penelope Postdoc
1432 Vine Street
Berkeley, California 94708

Dear Penelope,

I am pleased to offer you a reappointment as a Postdoctoral Scholar - Employee (3252C) in the Energy Biosciences Institute for the period September 1, 2015 through August 31, 2016. Your full-time (100%) appointment will provide an annual base salary or stipend in the amount of \$47,244 funded by National Cullinary Institute. You will report to Gertrude Ghiradelli as your supervisor and will be located at 354 Stanley Hall. Your research will be focused on: researching chocolate melting points for truffles

Your work will be featured in the annual Cal Day truffle tasting booth.

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.

Visiting Scholar Reappointment Letter

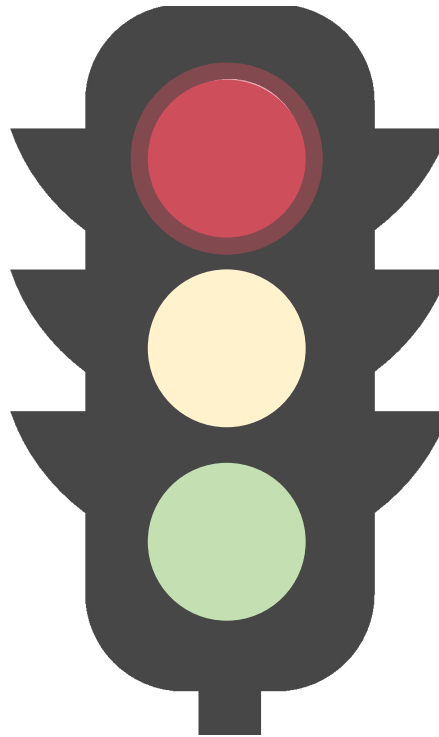
VSPA PROGRAM AFFILIATE AUTHORIZATION

I am pleased to provide confirmation that you have been reappointed as a Visiting Scholar in the Visiting Scholar and Postdoc Affairs Program beginning January 1, 2016 and ending May 3, 2016.

As a visiting scholar or visiting student researcher at Berkeley, you are part of a renowned research community that fosters innovative thinking as well as creativity and collaboration across all fields. To this regard, the Visiting Scholar and Postdoc Affairs (VSPA) Program is dedicated to enhancing your research experience at UC Berkeley. The VSPA program offers numerous services to assist you during your stay in Berkeley. To ensure continued access to university services and privileges, you must be in accordance with the VSPA registration requirements. This includes making sure that your University Services Fee is active and that you have health insurance that meets the University of California (UC) System minimum requirements for the duration of your appointment.

The reappointment letter is the same as the initial appointment letter, except the dates reflect the new reappointment period.

Making Changes to Affiliate Applications



Both the Preparer and the Approver may make changes to the application at any stage in the application process **prior** to approval.

Editing Affiliate Applications

After an application has been approved, changes can only be made by VSPA staff.

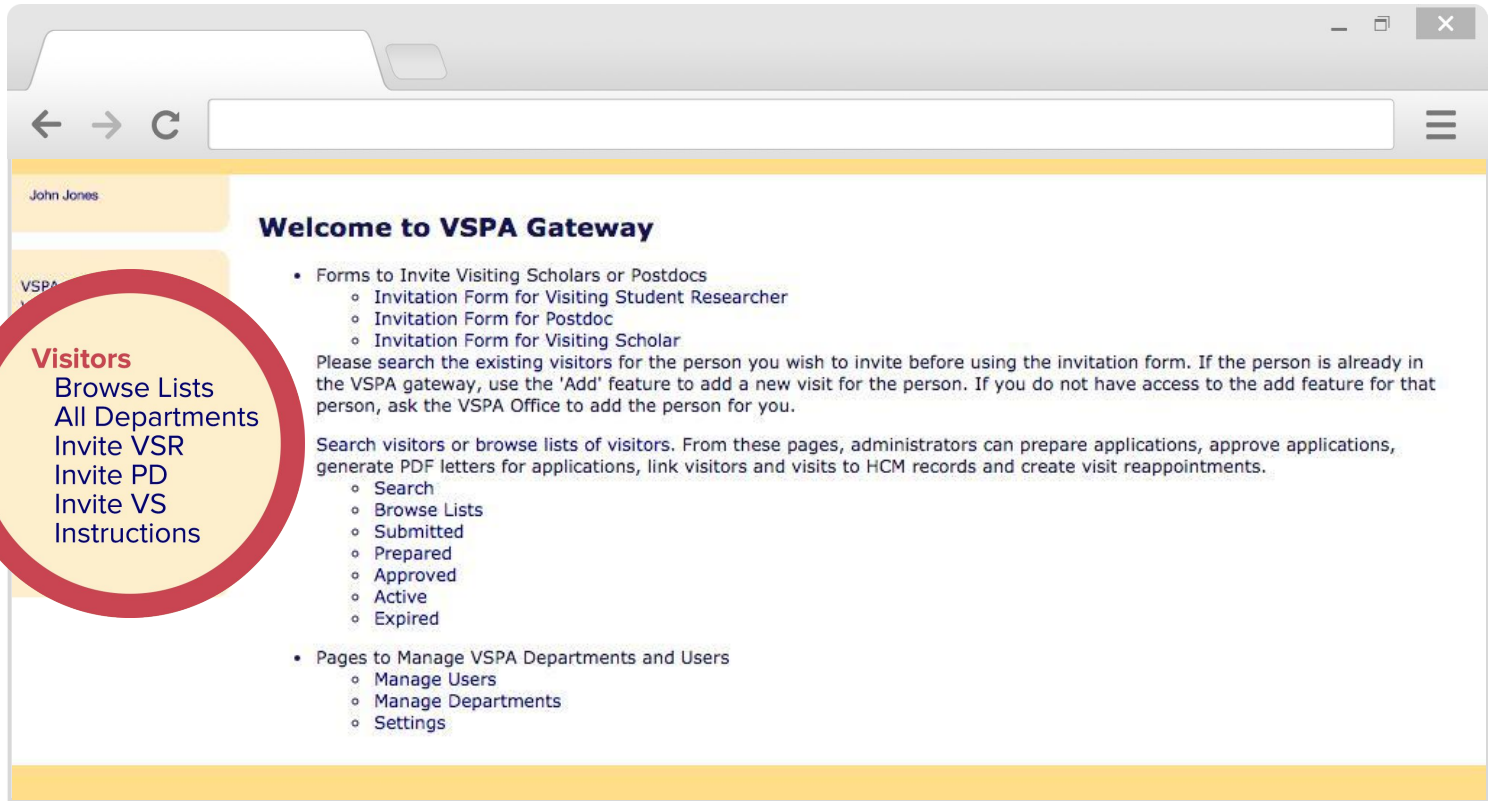
If changes need to be made after an application has been approved, Preparers can submit a request to vspa@berkeley.edu.

DO NOT create a duplicate appointment.



Reappointments

Reappointment



On the departmental VSPA Gateway's home page, click **Visitors** which can be found near the screen's top left corner.

Reappointment

The image shows a web browser window with a search form titled "Search for Visitors". The form is titled "Search Conditions" and contains several input fields: "Family Name" with the value "bear", "First Name" with the value "oski", "HCM ID" (empty), "Visitor Type" with a dropdown menu showing "Any", "Status" with a dropdown menu showing "Any", and "Campus Sponsoring Unit" with a dropdown menu showing "Any". A large red circle is drawn over the "Search" button, which is a white button with a black border and the text "Search" in black.

The visitor list screen will appear with a search function to look up the affiliate's existing record.

Reappointment

Search for Visitors

Search Conditions

Family Name:

First Name:

HCM ID:

Visitor Type:

Status:

Campus Sponsoring Unit:

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Let
Bear, Oski	Sep. 04, 2015 to Dec. 03, 2015			HCM	w VS/VSR1
	Jan. 01, 2016 to May. 03, 2016			HCM	w VS/VSR1

Add

Once you find the affiliate click **Add**.

If the affiliate's previous appointment is in a department for which you are not a Preparer, email VSPA to temporarily switch their record to your department and add the reappointment.

Once you are finished with the reappointment, notify the VSPA Program to close access to the old record.

Reappointment

The screenshot shows a web browser window with a single tab. The address bar is empty. The page title is "Prepare Reappointment for Visit of Oski Bear". The form is divided into three sections: "Preparer", "Control Data", and "Personal Data".

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 Scholar

Standing: In Good Standing

Administrator Notes:

Personal Data

Family Name: Bear

First Name: Oski

Middle Name:

Birthdate: 1989 June 14 (Year/Month/Day)

Sex: Female ☒ Male ☐

Country of Citizenship: USA

The prepare reappointment screen allows you to add the affiliate's new appointment dates and update information.

The reappointment dates cannot overlap with any previous appointment dates for the affiliate.

Reappointment

The screenshot shows a web browser window with a form titled "Reappointment". The form is divided into three main sections:

- Previous Postdoc Experience:** This section contains fields for "Institution:" (Yale University), "Begin Date:" (2010 January), and "End Date:" (2011 January). There are also links for "Delete This" and "Add Another Institution".
- Academic History:** This section contains fields for "Type of Highest Degree:" (PhD), "Date of Degree:" (2013 February), and "Institution of Degree:" (UC Berkeley).
- UC Berkeley Postdoctoral Appointments:** This section contains a field for "Past Postdoc Visits:" with a dropdown menu showing "Nov. 18, 2015 to Nov. 17, 2016 in Visiting Scholar and Posti".

DO NOT enter Berkeley appointments into the **Previous Postdoc Experience** section.

ONLY enter previous experience at **other** institutions.

Reappointment

The screenshot shows a web browser window with a form titled "Financial Support While at UC Berkeley". The form is divided into three main sections: "Financial Support While at UC Berkeley", "Financial Support Funding Documents", and "Users to Send Email Notices".

Financial Support While at UC Berkeley

Primary Funding

Amount per Month: \$ 3570.0

Name of Funding Agency: Government

Type of Funding Source: Federal Govt.

Job Code and Title: 3252 - Postdoctoral Scholar - Employee (HE)

[Add Supplementary Funding Source](#)

Financial Support Funding Documents

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

Funding Document: [Choose File](#) No file chosen

Users to Send Email Notices

Use All Default Users: ☐

Select Users:

- Aridomi, Haruna Amy (Administrator)
- CASTANEDA, Sam (Administrator)
- Flores, Susana E (Administrator)
- Kuo, Yu-Tin (Administrator)
- LUMSEY, Cassandra (Preparer)
- Lim, Lizette J. (Administrator)
- MAYS, Laura L. (Approver, Preparer)
- Jones, John (Preparer)

[Create Reappointment and Prepare](#) ←

After entering the required information, you will be prompted to create the reappointment.

Reappointment

Prepare Reappointment for Visit of Oski Bear

Visitor Oski Bear with visit Nov. 18, 2016 to Nov. 17, 2017 Adding a new visit record succeeded.

Control Data

Visitor Type: Visiting Scholar

Standing: In Good Standing

Administrator Notes:

Personal Data

Family Name: Bear

First Name: Oski

Middle Name:

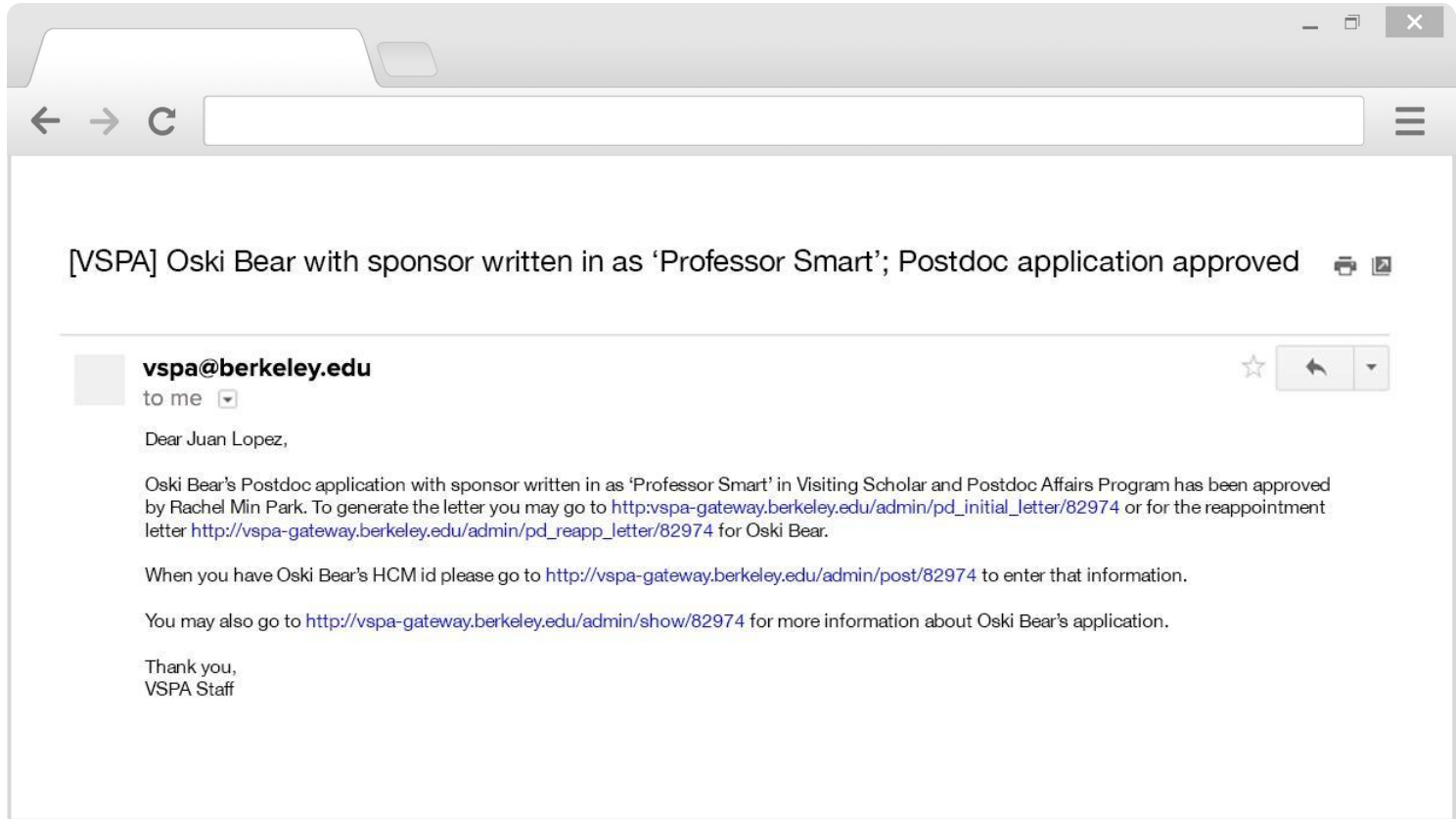
Birthdate: 1989 June 14 (Year/Month/Day)

Sex: Female Male

Country of Citizenship: USA

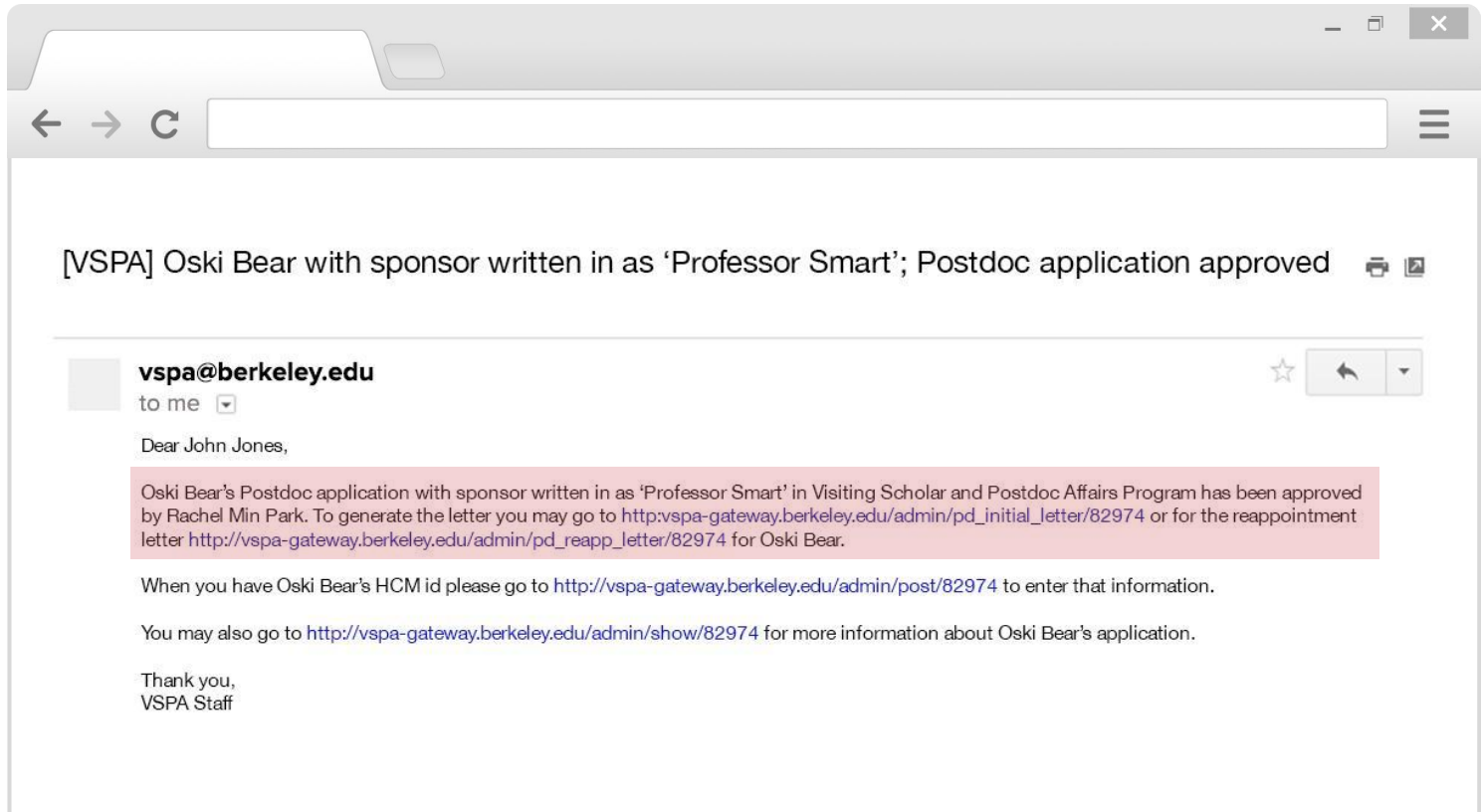
After successfully creating a reappointment, you will be taken to this screen.

Reappointment



An e-mail will be sent to the Approver and to any other users selected about the application ready to be reviewed for approval.

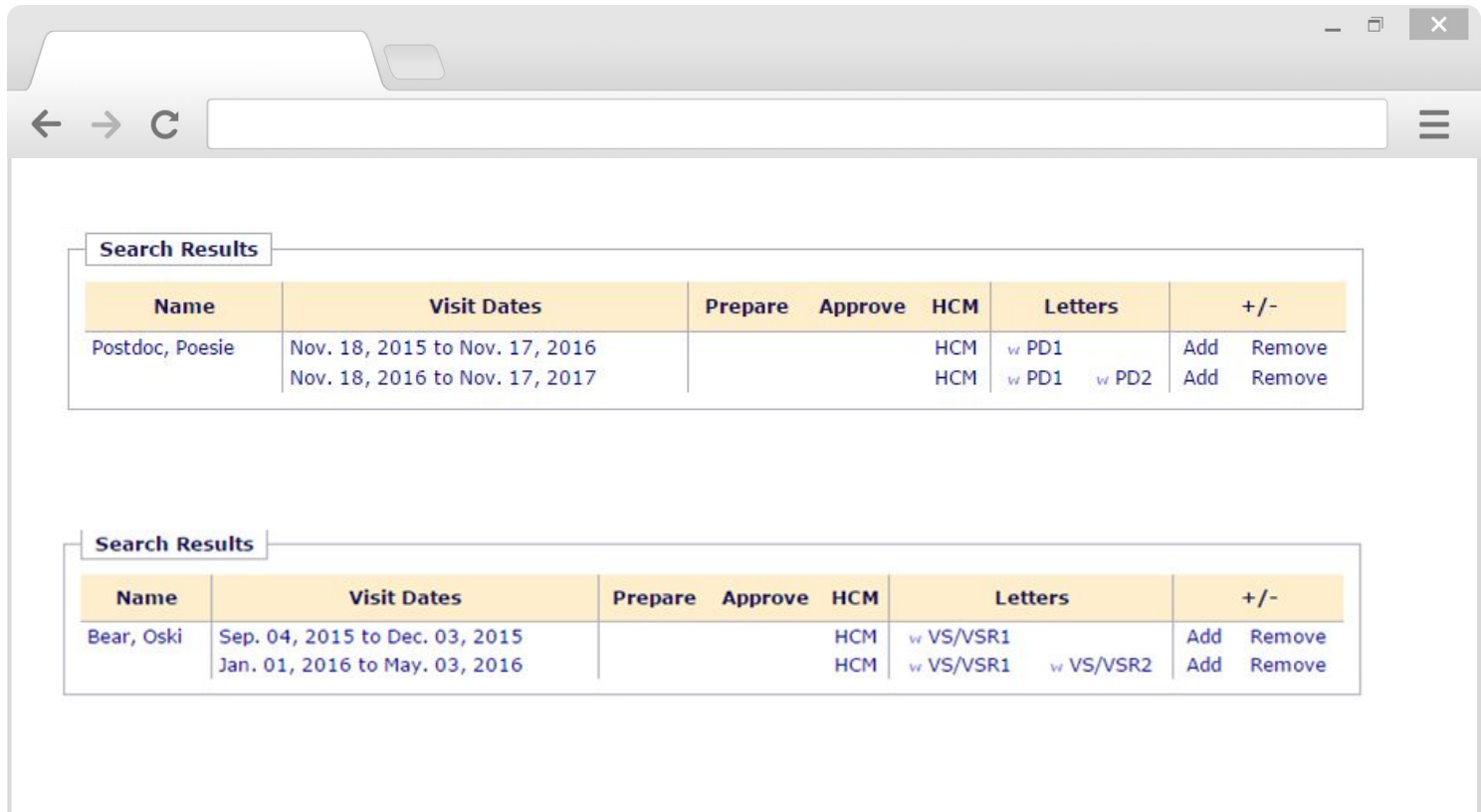
Reappointment



Once the reappointment has been approved, an email notification will be sent.

The e-mail will have links to both the initial approval letter and the reappointment letter.

Reappointment



Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	+/-
Postdoc, Poesie	Nov. 18, 2015 to Nov. 17, 2016			HCM	w PD1	Add Remove
	Nov. 18, 2016 to Nov. 17, 2017			HCM	w PD1 w PD2	Add Remove

Search Results

Name	Visit Dates	Prepare	Approve	HCM	Letters	+/-
Bear, Oski	Sep. 04, 2015 to Dec. 03, 2015			HCM	w VS/VSR1	Add Remove
	Jan. 01, 2016 to May. 03, 2016			HCM	w VS/VSR1 w VS/VSR2	Add Remove

Reappointment letters can also be obtained by searching for the visitor and then clicking **PD2** or **VS/VSR2**.

Reminder

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.

Post-Arrival Process

UCPath ID Number Reporting

The screenshot shows a web browser window with a search results table. The table has columns: Name, Visit Dates, Prepare, Approve, UCPATH, Letters, Appointment +/-, and Stipend. The first row shows 'Bear 4, Oski' with visit dates from Jan. 1, 2017 to Dec. 31, 2017. The second row shows visit dates from Jul. 1, 2023 to Jun. 30, 2025. The 'UCPATH' column for the second row is circled in red. Below the table is a form titled 'UCPATH Information' with a field for 'UCPATH ID'.

Name	Visit Dates	Prepare	Approve	UCPATH	Letters	Appointment +/-	Stipend
Bear 4, Oski	Jan. 1, 2017 to Dec. 31, 2017			UCPATH	w PD1	Add Remove	
	Jul. 1, 2023 to Jun. 30, 2025			UCPATH	w PD1 w PD2	Add Remove	

UCPATH Information

UCPATH ID

Once a UCPATH record has been created for an affiliate, enter their UCPATH ID number by searching their name and clicking on **UCPATH**. The record will open and the UCPATH ID field will allow you to populate it with the number. Enter the UCPATH ID in the section for UCPATH Information and press **Save**

VSPA Gateway Help Desk



HOURS Monday-Friday
9am to 4pm



CALL +1 (510) 643-9681



EMAIL vspa@berkeley.edu



BEAR

HUG

