
Scripps Faculty/Researcher Handbook

Scripps Institution of Oceanography
UC San Diego

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Send comments/suggestions to ddr@sio.ucsd.edu

Disclaimer for terminology used throughout this document

This handbook was originally written for the Scripps faculty members, but after wide dissemination it was determined to be helpful to Scripps researchers as well. Most information in this handbook applies to both faculty and researchers, except for some procedural processes in the academic file section III. Professorial files are handled by the department and researcher files are handled by the section. Therefore, researchers should keep in mind that the section head handles their academic files and not the department chair as noted in this document. Unless noted, the use of 'faculty' refers to both faculty and researchers throughout the document. When use of the Professor title is used, we have annotated the equivalent Research title/step in parenthesis.

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I. INTRODUCTION

This document provides information that you should be aware of as a new faculty member at UC San Diego's Scripps Institution of Oceanography. Before making any important decisions regarding your faculty appointment, consult with the Scripps Department Chair (and the [Policy and Procedure Manual](#) (PPM), which is the ultimate authority regarding 'The Rules'). Your [division business office](#) is the best source for assistance in most matters related to your research program; if needed, they will direct you to the appropriate person within the Scripps Director's Office (contacts are listed under each specific area of responsibility).

This document is specific to Scripps and far from complete. Other useful information is available at UC San Diego's [Useful Links for Faculty](#) and the UC [Faculty Handbook](#) (last published in 1995, but still has useful and relevant information).

Links for both emails and websites are provided throughout this document as underlined text. There is also a useful link section at the end of this document.

II. OVERVIEW

The Scripps Faculty Handbook enhances the existing [UC San Diego New Faculty Orientation](#). It provides information about Scripps-specific programs, resources and procedures to assist with faculty teaching and research careers. Attendance at a Scripps orientation will give new faculty an opportunity to meet other faculty members and key staff and begin to build a Scripps network. New faculty are strongly encouraged to attend both of the campus orientations as well.

Governance/Organization

Scripps is an integral part of UC San Diego. The [Scripps Director](#) is UC San Diego's Vice Chancellor for Marine Sciences and Dean of the School of Marine Sciences. Scripps has a single [Department Chair](#) with overall responsibility for the educational program and recruiting and retaining faculty. With more than 100 professors, Scripps is one of UC San Diego's largest departments. This has the advantage of giving us more clout and facilitating interdisciplinary research and education, but also has the disadvantage that our faculty often must vote on personnel files in fields that are far from their own.

Role of Divisions and Sections

The research side of Scripps is divided into three [Sections](#), each of which includes two or more research divisions:

Earth Science Section

- [Geosciences Research Division](#) (GRD)
- [Institute for Geophysics and Planetary Physics](#) (IGPP)

Oceans and Atmosphere (OA) Section

- [Climate, Atmospheric Science and Physical Oceanography](#) (CASPO)
- [Marine Physical Laboratory](#) (MPL)

Biology (BIO) Section

- [Center for Marine Biotechnology and Biomedicine](#) (CMBB)
- [Integrative Oceanography Division](#) (IOD)
- [Marine Biology Research Division](#) (MBRD)

Divisions are almost always referred to by their acronym rather than their full names. There is a Section Head and a Business Officer for each Section and a Director and Business Officer for each Division. The Business Officer will be the same person for each of the divisions within a section.

Who Does What?

[Scripps leadership roster](#) can be viewed on the website along with the [organization chart](#). Visit the Scripps Director's [welcome page](#) where you can view her [biography](#), stories and other information about Scripps.

At Scripps

Your appointment as Professor will be in the Scripps Department (Researcher appointments are within the sections), and one (or more) research divisions. You will have one primary voting Section (although you may be affiliated with multiple sections if you choose). While your academic review file will be managed in the Scripps Department (or by the section if you are a Researcher), your business office will handle your business and administrative matters. Even if you have multiple division affiliations, you will have only one primary business office that will handle all your research needs (space, pre-and post-award administration, purchasing, travel, staffing, etc.).

Each research division within a Section has a business office. When you first arrive, make sure that you are introduced to your Business Officer and the Fund Manager who will assist you in preparing proposals and administering grants. Your Business Officer will also be able to direct you to the appropriate personnel to assist you with benefits and human resource questions, as well as purchasing and travel reimbursement. Office and lab space are often in short supply. Most incoming faculty will have negotiated for space and details will be included in offer letters. If you have space issues, contact your Section Head, as they have responsibility for assigning space. The Section Heads will involve either the Assistant Vice-Chancellor for Marine Sciences or the Deputy Director for Research if space issues cannot be resolved within the section.

The Scripps [Deputy Director for Research \(DDR\)](#) is a rotating senior faculty member who serves for several years in this academic administrative position under the Director to assist all academics in research-related areas. As a new faculty member, some of the areas you might seek advice include the following:

- Research-related issues that cannot be resolved by either the Division Director or Section Head (e.g., funding/salary shortfalls, cost sharing requests for major research initiatives, academic research programmatic issues, space as it relates to academic research issues, seed funding, start-up funding extensions, etc.).
- Large, multi-institutional, multi-disciplinary proposal development.
- Scripps participation in limited-submission proposals.
- Working with academics to establish new centers and subsequent center reviews.
- Researcher hiring.

The Scripps [Assistant Director](#) is a staff member who manages the office of [Government Relations, Research Development, Strategic Partnerships, and Events](#). The office facilitates extramural funding at the federal, state and local levels, promotes strategic collaboration with external partners, and engages key external stakeholders in support of Scripps programs and goals.

Program areas include research development, planning, positioning, and partnerships; government, corporate, alumni and international relations; and institutional events and venue management.

Staff provide the following services

Identify and secure opportunities and funding to advance research programs.

Possible partnerships with local, national and international sponsors.

Establishing collaborative relationships with industry partners and the promotion of innovation and technology commercialization initiatives. (See [How to collaborate with Scripps](#) and [Entrepreneurial Resources](#)).

Engaging, strengthening, and supporting Scripps alumni and creating leverage opportunities for UC San Diego alumni to discover and connect with Scripps.

Involvement in institutional events to increase communication (i.e., speaking at events) and collaborations within Scripps.

Event planning and use of venues (see VI. MISCELLANEOUS for venue use)

The [Assistant Vice-Chancellor for Marine Sciences/Director of Finance and Operations](#) oversees operations and administrative support for research and academic programs for all areas of Scripps. Areas of support include administrative computing; business and finance; capital planning and space management; communications; contracts and grants; diversity initiatives; diving program; facilities management; human resources; safety and compliance; and information technology. Each of these administrative services is described in Section VI of this document and includes contact information. The Assistant Vice-Chancellor (AVC) is available to discuss specific problems, concerns or assistance you may encounter with the financial or business operations at Scripps. It is important that you first discuss all issues with your business office, division director and section head. Each area of responsibility has assigned personnel (see Section VI), but if you require higher-level assistance, contact the [Office Coordinator](#) to schedule a meeting. As a new faculty member, areas that you may require assistance from the AVC include the following:

- Special requests for administrative support that may not be available within your assigned business office.
- Space management
- Finance issues related to Scripps commitments.
- Facilities operations, planning and policies.
- Safety programs, training, and regulatory compliance.
- Equity, Diversity and Inclusion initiatives
- Information Technology

[At UC San Diego](#)

[Office of Executive Vice-Chancellor](#)

The [Office of the Executive Vice Chancellor](#) is the home of Executive Vice Chancellor and Senior Associate Vice Chancellor for Academic Planning and Resources. This office is the central hub of the Academic Affairs administrative support units, which include academic personnel services, resource administration and undergraduate education.

[Academic Affairs](#)

[Academic Affairs](#) encompasses all academic units of the UC San Diego general campus, including graduate, professional, undergraduate education, the undergraduate colleges, research centers, and the UC San Diego libraries.

Faculty Governance and Senate

The University of California has a long tradition of extensive faculty participation in the educational administration of the University through the Academic Senate¹. The Senate is composed of all regular ranks of faculty and functions as the voice of the faculty in [University governance](#). UC San Diego's Senate advises the Chancellor on academic policy issues, including budget matters, administration of the libraries, and appointment and advancement of faculty members. In addition, the Senate authorizes, approves, and supervises all courses, except those of certain graduate professional schools, and determines conditions for admission, certificates, and degrees.

III. SCRIPPS DEPARTMENT & ACADEMIC FILES

Contact: [Christopher Charles](#), Associate Dean of Marine Sciences
Administrative contact: [Lil Dockery](#), Academic Personnel Manager

Salary Scale and Steps

Your position is defined by a Rank (Assistant, Associate, Full) and Step (I, II, III, etc., using Roman Numerals). The base salary at each position is given by the [Academic Salary Scales](#). In addition, you may be fortunate enough to have a Market Off-Scale (MOS) salary component that is added to your base salary. This may be awarded at the time of your initial appointment or negotiated later, most often in response to outside offers. These MOS's are almost always permanent and are increased with inflation (i.e., if UC salaries increase by 2.5% across the board, the MOS's also increase by 2.5%).

All new Scripps Faculty have nine-month (Academic-Year) appointments. With this kind of appointment, you can earn extra salary by charging up to 3 months of summer salary to external contracts and grants (note only 2 months of summer salary can be charged to NSF grants, no matter how many grants you have). For each month with summer salary, you will earn 1/9 of your annual UC San Diego 9-month salary. You are not required to raise summer salary; if you do not have any, you have no formal duties during the summer months. Most Scripps faculty receive extramural funding for at least some summer salary and work on research during the summer months. An oddity is that UC San Diego pays the 9-month salary over the entire 12-month fiscal year and then adds any summer salary components only during the summer months. Thus, your monthly pay will be over twice as large for each month you get summer salary. This can complicate your personal budgeting. It also may result in you getting a large refund from the IRS the following spring, because they may deduct a larger percentage of our summer salary in the expectation that you are earning at that rate for the entire year. You can avoid this by making the appropriate changes to your withholding with UC San Diego payroll or the IRS (the benefits person in your business office will be able to help you, excluding any IRS interpretation, which should be directed to IRS).

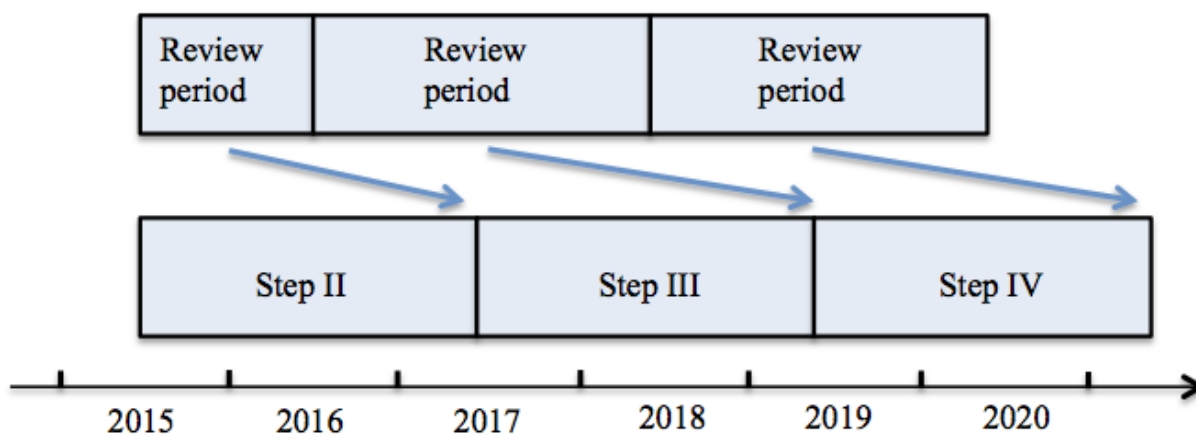
File Review and Advancement

At the Assistant and Associate rank, you will be reviewed every two years. At Full Steps I through VIII (and at Associate Steps IV and V), you are reviewed every three years. At Full Steps IX and Above Scale, you will be reviewed every four years. Years are based on the academic calendar, which starts in July and ends in June. The starting point of the file review is for you to update your UC San Diego Academic Biography ("biobib") form and write a summary of your activity during the review period. The deadline for this is August 1st in the year before the outcome of your file review takes effect (i.e., for a 7/1/17 review effective date, the biobib is due 8/1/16). This

¹ The Regents, the President and his/her administration, the Chancellors and their administrations, and the faculty through the Academic Senate share governance of the University. Each of these partners in governance has broad areas of authority and responsibility as provided in the bylaws and Standing Orders of the Regents. The Regents comprise the governing board of directors of the public corporation, which is the University of California.

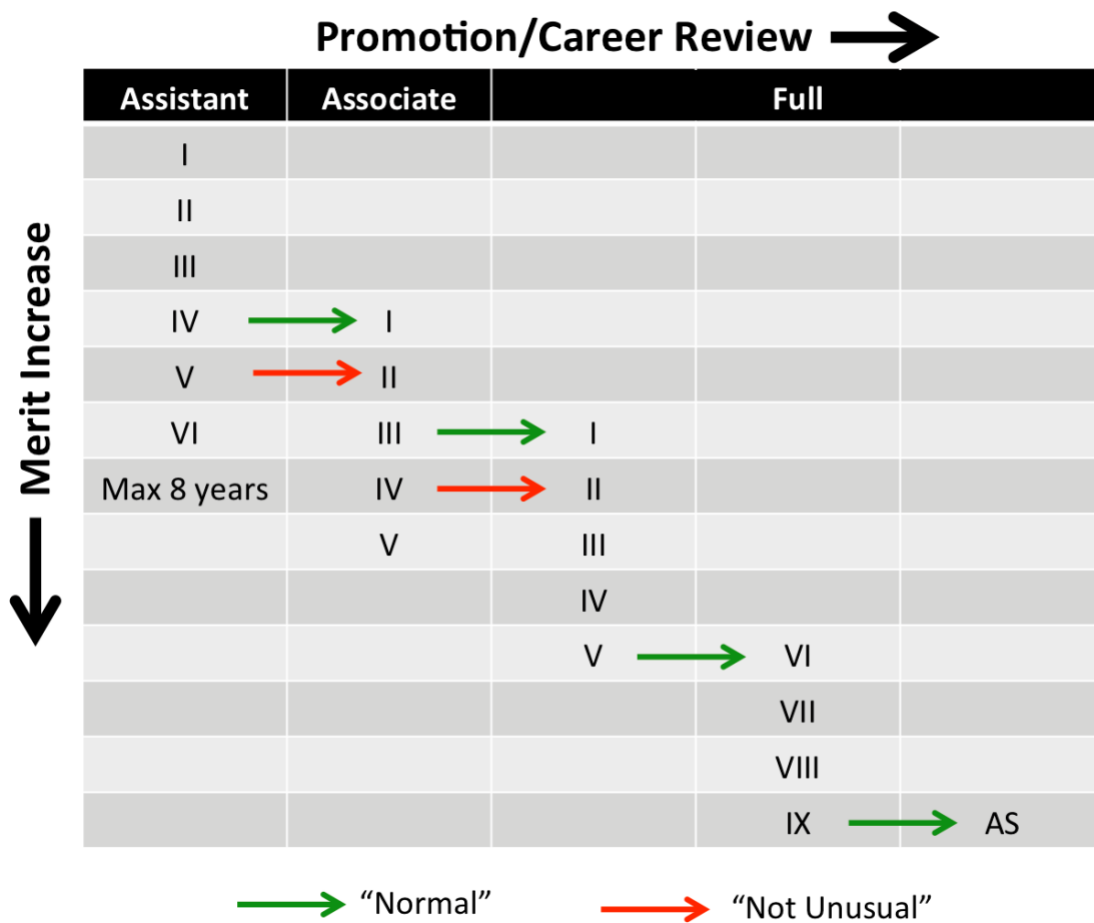
year offset can be confusing. Your biobib will contain new material for what is called the "review period," but any change in your status will not occur until July 1 in the year following the review period.

As an example, suppose you are hired as an Assistant Professor, Step II (or Assistant Researcher, Step II) in August 2015 (see below illustration). You would normally serve two years at Step II and then, assuming a favorable file review, advance to Step III in July 2017. But your file review period will close during summer 2016, when you have only been working a year. Depending upon when you start working, this initial review period may be even shorter than a year. However, you may have more than a year's worth of new papers to list in your biobib because your last biobib (the one you did to get hired) is likely dated sometime before August 2015. In general, for Professors, new Assistant level hires are given a "pass" from teaching during their first year in order to build up their laboratories and personnel but consult with your Department Chair to discuss what your teaching expectations, if any, are for the first year.



For subsequent reviews, you will have a normal length review period, but always shifted to one year before any advancement would actually take place. Anything you do after the review period formally closes does not officially "count" until your next file review. Thus, your work could appear on the cover of Nature in November 2016, but this would not count toward your July 2017 advancement, but would count in the 7/16 to 7/18 review period for your July 2019 advancement.

At each review, there are a number of possible outcomes. By far the most common is what is called a "normal" merit increase, in which you advance one step up the ladder. Once you reach Assistant, Step IV, the standard progression is to then be promoted to Associate, Step I (changes in rank are called promotions; see the following figure). Similarly, you normally are promoted from Associate, Step III to Full, Step I. Promotion steps involve a "career review" that looks at more than just the most recent review period and also requires a number of independent outside letters. A career review also occurs prior to advancement to Step VI and Above Scale at the Full Professor (or Full Research) rank.



If you perform poorly in the review period, you may receive a "no change," in which you stay at the same Step. Alternately if you have an exceptionally strong review period, you may receive an acceleration, in which you are advanced two steps. For example, accelerated advancement can move you from Assistant, Step II to Step IV. Any advancement from the Assistant to Associate level is not considered an acceleration, unless the proposed action is beyond Associate, Step I or even higher if you are already at Assistant, Step V or VI. If you have a strong review period that falls short of acceleration, you may receive a half-step Bonus Off-Scale (BOS) salary component. This provides a temporary additional half step in salary until the time of your next advancement, when it automatically goes away. Because BOS are not permanent, they are not equivalent to "half an acceleration."

At certain Steps, instead of promotion you may be advanced up another Step at the lower rank, if promotion is considered premature. For example, you might go from Assistant, Step IV to Assistant, Step V. You can see from the pay scales that you earn nearly the same salary at Assistant Step V as you would at Associate, Step I. The normal action is to then go from Assistant, Step V to Associate, Step II. Thus, while a delay in promotion may be discouraging, assuming you are promoted at your next review, you will be at the same level as you would have been and there is no long-term delay in your advancement.

Criteria for Advancement

You will be assessed on your contributions in three areas: Research, Teaching (for Professors), and Service (Researchers who teach will include teaching in service). These are sometimes informally called the "three legs of the stool." However, this metaphor is misleading because balanced stools have legs of equal length, whereas just

as some animals were more equal than others in Animal Farm, research accomplishments almost always weigh more heavily than teaching and service in file review.

The gold standard for research accomplishments at Scripps is peer-reviewed research articles in quality journals. For junior faculty, questions of independence sometimes come up, so it's good to have some papers that do not have senior colleagues as coauthors, especially your PhD or postdoctoral advisors. Often reviewers of your file will want to know details of your contributions to multi-authored papers, so it's a good idea to include a list that clarifies your role in each paper. Be sure to point out when one of your students or postdocs is a lead author, as this is considered positively in file review.

Teaching includes both classroom instruction and student advising. The Scripps Department Chair, in consultation with the Program Directors and Curricular Group Coordinators, assigns classroom teaching. Scripps currently expects at least 6 units/year of classroom instruction (for Professors), which can be an average over the review period. As noted above, incoming Professors sometimes get a break for their first year or two and you may also receive extra credit for developing a new course. But be sure to have explicit permission from the Department Chair if you know you will be teaching fewer than 6 units/year. It's best to have such commitments in writing, so that there is no confusion, especially because the Scripps Department Chair changes every two years.

Although graduate student advising is generally expected for Professors, it is not required, and it does not compensate for a lack of classroom teaching. We suggest that you do not rush to take on graduate students when you first arrive, unless you know that they are of high quality. A mediocre student may consume more of your time than you will get credit for in your file review. We normally expect professors being promoted to Full to have graduated – or be close to graduating – a PhD student.

Service normally includes both University (Researchers include teaching if applicable) and outside professional service. Less UC service is expected at the junior levels but try to get involved enough to have at least something to list on your biobib, i.e., something that goes beyond serving on the occasional ad hoc committee. But please don't think of service as simply a box to check off. Scripps is a diverse community of first-rate scientists and service provides an opportunity to meet people outside your own field and learn more about all the amazing things that go on here. Just as Scripps needs your talent, you will benefit from the broader perspective that service can provide, whether it is getting involved in multi-disciplinary research or simply in gaining a better understanding of how things really work.

In the biobib diversity section, you will be able to note your contributions to promoting diversity. These can include developing strategies for the educational or professional advancement of students in underrepresented groups, contributions that promote equitable access to and diversity in education, activities that promote recruitment, retention, and mentoring, and other areas of involvement you may have had. Contact the [Scripps Diversity Initiatives Coordinator](#) for advice and guidance on how you might be able to contribute to ongoing initiatives.

Your publications, classroom teaching, and committee work are listed in your biobib, but other accomplishments may not be. For example, you may have been invited to give a major talk at a conference, interviewed by a science journalist, or performed outreach at a local school. It's a good idea to describe these in your personal statement to make sure file reviewers know about them, even if they are listed somewhere in the biobib form. But don't go overboard. Five-page statements are fine, but twenty-page statements are overkill and may be counterproductive.

Career Equity Reviews

If you feel that your cumulative record justifies a higher rank/step than your current position, you may request a Career Equity Review (CER). This should be done by written request at the time you prepare your file for

your regular on-cycle review. You are permitted one CER request during the time you are an Associate Professor (or Associate Research), another when you are Professor Steps I to V (or Research Steps I to V), and another when you are Professor Steps VI to IX (or Research Steps VI to IX). Note that Assistant Professors (or Assistant Researchers) cannot request a CER. The CER process is not appropriate for expressing disagreement with a single personnel action, but for making sure that you are correctly calibrated in rank and step, given your career accomplishments to date. Most Scripps faculty never request a CER. But if you believe you have a strong case that you belong at a higher step, consider this option. Only you can file a CER request.

Appraisals and Tenure

At UC San Diego, tenure (applicable to Professors only) is awarded when you are promoted to Associate Professor. You may not remain as an Assistant Professor longer than 8 years, i.e., you will need to leave if you are not awarded tenure by the end of your 7th year (there is a one-year termination period). Appraisals are conducted in your 4th year of service as Assistant Professor, normally as part of your second merit review. The appraisal is a formal assessment of your achievements and prospects for promotion to Associate Professor. The four possible appraisal recommendations are: Favorable, Favorable with Reservations, Problematic, and Unfavorable. Appraisal recommendations go through all levels of review described below (ad hoc committee, Department vote, Chair's letter, Scripps CAP, Scripps Dean, UC San Diego CAP).

Who Decides?

Once your file is prepared, it is normally first seen by an ad hoc committee of three or more members, who evaluate your accomplishments and make an initial recommendation. The ad hoc committee is appointed by the Department Chair and is designed to be independent and objective, i.e., it should not contain any of your active collaborators. In potential promotion cases, ad hoc committees first decide whether to solicit outside letters, in which case the ad hoc committee must wait until sufficient numbers of letters are received before writing their report. You will have an opportunity to read the ad hoc report but not to learn the identity of its members. These reports are typically 2–5 pages long but can be much longer if outside letters are summarized in the report or an ad hoc committee is particularly industrious.

In promotion and appraisal cases (see below), your file is then presented by the ad hoc committee to a Scripps Department meeting, where your case will be discussed and then a vote taken. Your file will be available for review prior to the meeting and to allow for absentee votes. However, only faculty members at your proposed rank and higher are allowed to see your file and to vote. For example, when you are an Assistant Professor (or Assistant Research), only Associate and Full Professors (or Associate and Full Researchers) vote on your promotion to Associate.

The Scripps Department Chair then writes a letter with the Department recommendation (e.g., merit, merit and half-step BOS, acceleration, etc.). This often is the same as the ad hoc committee recommendation, but not always, as the Chair has the authority to make their own recommendation. Next your file goes to the Scripps Committee for Academic Personnel (CAP), which consists of Scripps Faculty (including both Professors and Researchers), for additional comment. Most often Scripps CAP supports the Department recommendation, but sometimes will argue for a different outcome. Next your file goes to the Scripps Associate Dean for further comment.

For normal merit recommendations, in which there is no disagreement among the reviewers (ad hoc committee, Department Chair, Scripps CAP, Associate Dean), this becomes the final action, which is issued by the Dean. However, for BOS awards, accelerations, and promotions, or if there is disagreement among the reviewers, your file will go to the UC San Diego Committee for Academic Personnel (CAP) for further review, after the Dean reviews the action and makes a recommendation (always in concurrence with the Associate Dean). Although UC San Diego CAP is formally only advisory to the Executive Vice Chancellor (EVC), in practice UC San Diego CAP's recommendation nearly always determines the outcome of your review. UC San Diego CAP does, however,

provide an opportunity for the Scripps Department to appeal the initial CAP decision. Such appeals are generally only made when the UC San Diego CAP preliminary recommendation is for less than what the Department has requested. For example, Scripps may request an acceleration while UC San Diego CAP opts only for a merit and BOS. If the Department Chair (or Section Head for researchers) accepts the preliminary recommendation, the EVC issues the final action. If the Department Chair (or Section Head for researchers)) decides to appeal, then the Chair writes a new letter, requiring new information to try to build a stronger case. As before, the file is reviewed by Scripps CAP and the Scripps Associate Dean/Dean before going to UC San Diego CAP for their final recommendation and final action by the EVC.

The file review process is time-consuming and complex but is designed to ensure a certain degree of fairness and transparency in file reviews. You will have the opportunity to see your file at various stages during the review. At these times, you can write additional letters to your file, e.g., if you identify misstatements or factual errors in any of the reports or letters that need to be corrected.

General Campus Compensation Plan (GCCP) (not applicable to Researchers)

The UC system lags behind many of its peer institutions in faculty compensation, and in the interim, UC San Diego developed [GCCP](#) to prevent the loss of faculty to competing offers from other universities. Through negotiated salary increments, the plan helps achieve competitive salaries, conserve scarce state funding and, at the same time, retain our existing structure of academic review and promotion.

The proposed plan allows Senate faculty to voluntarily contribute external funding resources toward their total UC salary. Utilizing external fund sources to support a portion (the negotiated salary increment) of the total compensation for Senate faculty provides incentives to generate income and reward academic merit. The Plan does not place any additional burden on the UC retirement plan.

As a senate faculty member, you can negotiate a salary increment when external funding is available. Not all faculty will have funding sources necessary to receive a negotiated salary increment, the Plan will benefit all faculty by increasing indirect cost recovery funds (“IDC”) and reducing reliance on state funds for market-driven salary increments. The negotiation process is closely monitored by campus administration and the Academic Senate, including review of all salary proposals by the Committee on Academic Personnel.

Contact your business office if you are interested in learning more about this compensation plan. They will guide you through the process to submit your request.

Academic Leaves, Sabbaticals (not applicable to Researchers)

A sabbatical leave is a privilege accorded to qualified faculty to enable them to engage in intensive programs of research and/or study, and thus to become more effective teachers and scholars and enhance their service to the university.

Types of Sabbatical Leave

A regular sabbatical leave allows the faculty member to devote his or her full time to research and/or study. The individual is excused from all teaching and university service obligations.

A sabbatical in residence requires the faculty member to teach in addition to engaging in a program of research and/or study at the home campus or another University of California campus. The individual is expected to teach one class that meets regularly for at least three hours each week during the sabbatical period, or to perform an equivalent amount of instructional service in a course or in a clinical setting. Directed studies, such as 199s, 299s, or similar courses, are not considered to be equivalent to regularly scheduled courses, unless they would normally be so designated under the department's regular teaching workload policy.

The Senior Vice Chancellor for Academic Affairs may grant an exception to allow a faculty member to substitute significant university service for some or all of the teaching requirements described above. The request for such a substitution must include verification that significant university service will require a time commitment equal to that required for classroom instruction, including course preparation time.

Eligibility

As a faculty member (only applies to Assistant, Associate or Full Professor), you are eligible for sabbatical leaves, providing you have accumulated enough credits.

Service as Acting Professor or Professor In Residence series will count toward sabbatical leave credit, if you are appointed in an eligible series immediately following service in one of these titles.

Application for sabbatical leave requires submission of an Academic Leave of Absence/Sabbatical (ALAS) form signed by you and the department chair along with a sabbatical leave project statement. The project statement provides detailed information regarding the project and its significance as a contribution to knowledge and/or to increased effectiveness as a teacher and scholar. Please see your business office for help in submitting this form. For detailed information on leaves/sabbaticals, visit <http://adminrecords.ucsd.edu/ppm/docs/230-10.HTML>

Faculty Mentoring

Junior faculty are assigned a senior faculty member to serve as a mentor. This is normally not a direct collaborator, but somebody within your Section who can provide sage and impartial advice regarding your career. If you are unhappy with your mentor, contact your Department Chair who will be able to tactfully arrange for a new mentor.

IV. TEACHING

Contact: [Cathy Constable](#), Department Chair and Deputy Director for Education

Contact: [Peter Franks](#), Department Vice Chair

Programs

Education at Scripps is divided into three [programs](#): (1) Geosciences of the Earth, Oceans, and Planets (GEO), (2) Climate-Ocean-Atmosphere (COAP), and (3) Ocean Biosciences Program (OBP), each with their own Program Director. Each program is responsible for all graduate educational activities in its area, including teaching, advising, and examining. Prospective PhD students will apply directly to one or more of the academic programs.

Curricular Groups

The graduate program is further divided into eight different Curricular Groups— Geosciences (GS), Geophysics (GP), Marine Chemistry and Geochemistry (MCG), Physical Oceanography (PO), Climate Sciences (CS), Applied Ocean Science (AOS), Marine Biology (MB), and Biological Oceanography (BO)—who vote on graduate student admissions and administer Departmental Exams at the end of the students' first year. Graduate student work normally will be concentrated in one the curricular groups within one of the academic programs. Each curricular group has a Coordinator who oversees the admission process and membership of the group. Contact the Coordinator of the Curricular Group you wish to be a member of (you can be a member of multiple curricular groups).

Climate-Ocean-Atmosphere (COAP) Curricular Groups

- [Applied Ocean Science \(AOS\)](#)
- [Climate Sciences \(CS\)](#)

- [Physical Oceanography \(PO\)](#)

Geosciences of the Earth, Oceans, and Planets (GEO) Curricular Groups

- [Geophysics \(GP\)](#)
- [Geosciences \(GS\)](#)
- [Marine Chemistry and Geochemistry \(MCG\)](#)

Ocean Biosciences (OBP) Curricular Groups

- [Biological Oceanography \(BO\)](#)
- [Marine Biology \(MB\)](#)
 - Marine Chemical Biology (MCB) (additional track under Marine Biology)

Teaching Issues - New Class Forms, Scheduling Classes

Scripps undergraduate and graduate courses and teaching assignments are determined by Program Directors, in consultation with Curricular Group coordinators and faculty and teaching staff. Course offerings are organized within a two-year master plan. Planning commences in early winter, approximately six months before the start of the next academic year. However, course specifics (i.e., meeting days/times, room location) are determined approximately two months before the start of the quarter, in which the course will be taught.

Graduate Coordinator, [Trudy Blackmon](#), schedules courses through the Scripps Department Office. Jessica will contact all instructors to finalize details of each course. Courses can be taught at Scripps or on the main campus, based on audience, enrollment size, and technology needs. The recently renovated Eckart Building at Scripps contains a 70-person lecture hall and 35-person computer lab. This allows for greater exposure to the Scripps campus for Scripps Department undergrads and non-Scripps majors and cut down on travel time for faculty, teaching staff, and students based at Scripps.

If you wish to offer a new course, these are the steps you take. You will first need to consult with your Curricular Group coordinator and Program Director to determine how it fits in the curriculum. Then Jessica Gonzalez can provide you with the course approval form and help oversee the UC San Diego approval process. The multi-step approval process goes through the Department Chair, Registrar's Office, and Graduate Council. This process requires approximately six months' lead time. If there is not sufficient time for approval, you should consider offering the course under the Scripps Special Topics course listing; this is typically how new courses are "tested" by faculty before they commit to making the course permanent. Once a new course is approved, it receives a distinct course number and is listed in UC San Diego's Catalog of Courses.

Teaching Evaluation

Teaching is evaluated in a number of different manners. Undergraduate course evaluations are conducted by Course and Professor Evaluations (CAPE). CAPE is a student-run organization that administers a standardized evaluation of UC San Diego's undergraduate courses and professors, during the ninth week of instruction. Student feedback gauges the caliber of both the University's curriculum and its faculty. CAPE provides students with the opinions of their peers on any particular course or professor. UC San Diego's Office of Academic Affairs conducts graduate course evaluations. Graduate course evaluations are available for the instructor's review following the completion of the course.

In addition, Scripps awards an annual Teaching Excellence Award in recognition of outstanding teaching and mentoring at graduate and undergraduate levels. A committee of student volunteers selects recipients. Recipients are determined based on student feedback and overall strength of their course evaluations.

Graduate Student Issues

There are a number of different resources for graduate student issues. Scripps Department Office is the primary resource on all academic and financial matters. Academic issues can be addressed with Graduate Coordinators, [Gilbert Bretado](#) and [Trudy Blackmon](#). Financial issues can be addressed with Funding Coordinator, [Shelley Weisel](#). For matters of a sensitive nature (dispute resolution, students not in good standing, mental health, etc.), the Graduate Coordinators will work with the Department Chair and Vice Chair, as well as any other necessary campus resources. Overall, students are encouraged to view the Scripps Department Office as a resource with which they can share any question or concern.

In addition, Scripps has two Resource Liaisons. The Resource Liaisons can provide general advice and guidance on a variety of issues, as well as information and referrals to other campus services. Some students may feel more comfortable first addressing their questions or concerns with one of the Scripps

Resource Liaisons before addressing the issue with the Scripps Department Office or seeking formal resolution. The Liaisons serve not only students, but also staff and faculty. Although SIO Resource Liaisons fulfill a role similar to that of UCSD Ombuds, SIO Resource Liaisons are not confidential resources and therefore must adhere to the reporting duties of a responsible employee. For further information or assistance, contact Paul Jensen or [Jennifer MacKinnon](#). [UC San Diego Office of the Ombuds](#) can be contacted at 858-534-0777. As of Fall 2019, confidential appointments with UCSD Ombuds are available on the SIO Campus.

[UC San Diego Office of the Ombuds](#) can be contacted at 858-534-0777.

Finally, all registered students have access to [Counseling and Psychological Services \(CAPS\)](#). CAPS schedules appointments and accepts walk-ins, Monday through Friday 8:00-4:30pm. After Hours can be accessed by phone at 858-534-3755. If a student in crisis needs help contacting CAPS or would like to be escorted to CAPS, please come to the Department Office, Second Floor of the Eckart Building, or contact Graduate Coordinator, [Gilbert Bretado](#), 858-534-1694.

Bridge Support for Graduate Students

Student financial support is coordinated through the Scripps Department Office. [Shelley Weisel](#) is the department's funding coordinator and primary contact for student funding questions. All PhD students receive a five-year financial guarantee, provided that they are in good academic standing. Good academic standing is determined by a satisfactory annual faculty advisory committee evaluation, a cumulative GPA of 3.0 or above, no more than 8 combined units of F or U, advancement to candidacy by the end of year three, and campus support limits.

Faculty are responsible for advising and finding financial support for PhD students. If your student is in good academic standing and in need of department bridge support, an official request must be submitted to Shelley Weisel. Bridge support requests can be made for part or all of the upcoming year. Advisors are first asked to comment on their student's funding in the student's annual Spring Evaluation and indicate in the Spring Evaluation if the advisor anticipates the need for Bridge support. Official requests are due in early summer so that the Department can forecast the total overall need and begin strategizing on how to best allocate resources. However, the Department will accept requests throughout the academic year, in the case of unexpected funding shortfalls. Please contact Shelley Weisel for the appropriate form in order to submit the request.

Please note that it is the advisor's responsibility to submit any Bridge support requests and to work with the department to address any funding shortfalls. Although students are often very aware of their funding situation, please do not ask your student to talk to the Department about Bridge support or to submit a Bridge support request on your behalf.

Student Mentoring

[Scripps Peer Mentor Program](#) is a graduate peer mentorship program designed to match each incoming PhD and MS student up with a more experienced student. Thanks to a generous grant from UC San Diego Graduate Division, the program has been expanded and extended. The program has four main goals:

- To increase student retention: Scripps Peers was first conceived as an initiative to increase the passing rate of first-year departmental exams, but a persistent mentor-mentee relationship is beneficial to both parties throughout their careers here. Fostering more student connections is a positive end in and of itself.
- To reinforce the student safety net: The peer mentor can serve as another point of interaction for graduate students who have social networks of widely varying sizes and strengths. This can help ensure that no student “falls through the cracks.”
- To create a network of engaged students: A formalized peer mentorship program can help keep students engaged and connected to Scripps and to the University. This helps our first-year students build a connection to the Department and creates a strong network of student leaders in our mentors.
- To develop mentoring skills: Training our mentors and giving them practical experience is useful not only for their personal growth and development as future principal investigators and research leaders but also fosters a culture of mentorship throughout the Department.

First-year mentees will be matched with mentors prior to the beginning of the fall quarter and should expect to hear from them before arriving at Scripps unless they are starting very early. In addition to informal meetings, mentors and their mentees will be invited to social events and special seminars during the academic year. After the end of the spring quarter and the departmental exams, mentors and mentees will have the opportunity to reflect on their experiences. Mentors will need to attend an initial training session during the summer as well as a supplemental training once per quarter. Mentors will be able to draw from a small fund for incidental expenses (e.g., coffee, lunch) to facilitate meetings with their mentees.

Undergraduate and Masters Programs

UC San Diego has over 28,000 undergraduates and Scripps is very involved in undergraduate education. We currently offer three undergraduate majors, Earth Science and Marine Biology and as of 2017 a new Oceanic and Atmospheric major. Scripps is also the administrative home for the Environmental Systems major, a cross departmental program with several distinct tracks. There is an [undergraduate research opportunity portal](#) where you can post opportunities and find undergraduates from across campus willing to help you as volunteer researchers.

In addition to its PhD programs, Scripps offers Masters degrees, for which, unlike the PhD program, students are expected to pay most of the cost. Scripps offers one-year interdisciplinary Master of Advanced Studies (MAS) degrees in two areas: Marine Biodiversity and Conservation (MBC) and Climate Science and Policy (CSP). These are interdisciplinary programs that bridge the gap between science and public policy. In addition, Scripps offers research-based Master of Science (MS) degrees, which typically take 1.5 to 2 years to complete, and involve both coursework and a research project with a thesis advisor. Finally, Scripps offers two contiguous BS/MS degrees. These degrees are open to Scripps undergraduate majors and typically take a combined five years to complete.

V. RESEARCH SUPPORT

Contact: [Deputy Director for Research](#) (DDR)/Associate Vice-Chancellor for Marine Sciences

The Deputy Director for Research office coordinates activities related to your research. This includes a variety of issues such as large program development, space as it relates to academic research issues, seed funding, center establishment and reviews, section reviews, policy development, Researcher hiring, and the Institutional Postdoctoral Program. In addition, the DDR handles issues such as research salary shortfalls, bridge funding, and start-up funding changes.

Research Funding/Programs

Scripps scientists bring in about \$150 million in external funding each year, which is vital for our research and educational programs. The current UC San Diego overhead rate is 55% (for historical reasons MPL has a somewhat lower rate, but uses a self-supporting model), which applies to salaries and benefits, supplies, travel and hardware purchases under \$5000. As of 2017, the annual cost of supporting a graduate student (including tuition and overhead) is about \$70K and the cost of supporting a postdoc, ranges between \$92-109K (includes overhead - amount depends on discipline hiring salary, benefits for individual or family).

Internal funding opportunities you should know about

- [Scripps Seed Funding Policy](#) – primary purpose of the Seed Funding Policy is to provide resources (normally under \$25K per project) to help an investigator develop and strengthen proof of concept for a new research idea with significant scientific merit. The focus is on new projects or new collaborative partnerships. The call for proposals is announced prior to the annual deadline to remind you of this opportunity (end of May deadline).
- [Scripps Small Grant Program](#) – primary purpose of the Small Grant Program is to provide funding for research-related expenses that are outside the scope of a single grant, yet critical for ongoing research activities. There is no specific call or announcement and will continue on a rolling basis. New requests can be submitted throughout the year.
- Each Section Head has a small amount of discretionary funds and will occasionally provide minor amounts of funding for miscellaneous purposes (e.g., keeping a technician supported during a short gap in funding).
- Scripps Department Chair has a limited amount of funding available as Bridge support for graduate students when their advisors run short of funding.
- UC San Diego Academic Senate provides awards of up to \$15,000 as seed funds for [marine science research](#). Preference is given to junior and new faculty with no extramural support.
- UC San Diego Academic Senate provides awards of up to \$1000 (domestic) and \$1500 (foreign) for [travel expenses to scholarly meetings](#).
- UC San Diego has begun offering interdisciplinary graduate student and postdoc (up to \$25K) and undergraduate (up to \$3K) Fellowships through the [Chancellor's Research Excellence Scholarships](#).
- There are multiple faculty award programs that you can review, which include, [Chancellor's Associates Faculty Excellence Awards](#), [Hellman Fellowship Program](#) and [Faculty Career Development Program](#).

External funding opportunities you should know about

- Faculty (some agencies allow researchers – check solicitation or ask your business office) Early Career Development Programs are available from [NSF](#), [DOE](#) and [NIH](#).
- Extramural Funding and Solicitations are listed under [Contract and Grant Administration](#). Funding opportunities will be emailed to you once you subscribe to the funding opportunity list. Go to <https://mailman.ucsd.edu/mailman/listinfo/funding-announcements-l> and fill out the subscription form.
- Campus provides [links](#) to other suggested funding opportunities including agency specific lists.

Facility Resources

At Scripps

There are several facilities that are available to Scripps academics. Some of these facilities are funded by the NSF Major Research Instrumentation (MRI) awards. By nature of the NSF MRI award policy, these are considered institutional resources. Other resources include [Centers, Labs, Projects, and Data Centers](#), [Oceanographic Collections](#), [Research Facilities](#), and [Scripps shared facilities](#) (includes some relevant campus and School of Medicine shared facilities).

At UC San Diego

A number of [UC San Diego Core Shared Facilities](#) are available to Scripps faculty, normally on a recharge basis, which can be expensed on a specific grant or institutional fund.

International Collaborations and Agreements

Contact: Brandi Bangle (Assistant to the Director and International Relations Coordinator) or Kelly Swiech (International Relations Program Analyst) at scrippsinternational@ucsd.edu

There are several options when formalizing a collaboration with an international partner. If you need assistance determining what kind of agreement is appropriate for your collaboration, contact [Andrea Lupu](#) at Scripps Oceanography's Office of Contract and Grant Administration (SIO C&G).

International Agreements and Memorandum of Understanding are reviewed and approved by our SIO C&G office and signed in the Office of the Vice Chancellor for Marine Sciences. Please allow as much advance notice as possible, as negotiating with foreign universities and governments can be a lengthy process.

MOUs:

The most common unfunded agreement with an international collaborator is a Memorandum of Understanding (MOU). An MOU is typically an institutional agreement (Scripps-wide, and signed by the Director) or a lab/department-wide agreement (signed by SIO C&G). MOUs are non-binding and do not have a specific Statement of Work (SOW). You can find a sample MOU template [here](#), and the process for working with the Director's Office on an institutional MOU [here](#). For lab/department-wide MOUs, please contact your business office and [Andrea Lupu](#) in SIO C&G to get started.

MOUs involving both SIO and main campus require SIO C&G coordinating with main campus's Office of International Affairs. If your MOU involves both SIO and main campus, contact the Director of International Affairs, for assistance. This can take longer, so allow extra time for the MOU process.

While travelling abroad, you might be asked to sign an agreement and we want you to be prepared. It will be helpful if you think a MOU might be necessary to acquire a template with approved UC San Diego terms. This could allow a symbolic signing but would require you to include "subject to institutional approval" to make clear that your signature is not binding and UC San Diego review and signature is required to finalize the agreement.

For a complete list of MOUs at Scripps, login [here](#).

To see all international agreements at UCSD, visit the International Affairs International Agreements [Database](#).

Unfunded Collaboration Agreement:

An Unfunded Collaboration Agreement is binding, has a specific SOW, and is usually specific to one PI; it is signed by SIO C&G. You can find a sample template [here](#). Please contact your business office and [Andrea Lupu](#) to get started.

International Travel:

If a faculty member is traveling for more than 7 days, they must alert their section [MSO](#). In addition, if an international visitor is staying for any period of time, they must be registered with the section MSO.

Several countries require visas prior to entry, if you are a U.S. citizen, check country [requirements](#) before traveling. If you are not a U.S. citizen, check travel requirements with your home country's government. If you are traveling to a restricted or high-risk country, you must check with your section MSO for any required vital information or security procedures prior to your travel.

Travel to and collaborations with Cuba, Iran, North Korea, Syrian and Sudan require export license review. Licenses may take 6 weeks to a few months to obtain. Please contact export@ucsd.edu with details on the purpose of the travel and what equipment you will be traveling with to determine export licensing requirements. Licenses must be in place prior to travel or export to comply with federal export regulations.

Sponsored Research:

Please contact your business office and the appropriate SIO C&G officer if you're interested in proposing a sponsored research project to an international sponsor. C&G contacts can be found [here](#).

Sales and Service Agreements:

If you are seeking to perform a non-research sales and service agreement for an international purchaser, please speak with your business office for guidance and see [here](#) for more information.

Restricted Party Screening:

The Office of International Affairs performs Restricted Party Screening for all international agreements as part of the agreement development process. The US government maintains lists of Restricted Parties that require export licenses for exports of material, software or technology or unpublished technical data. This screening is conducted to ensure that export licensing requirements are identified and licenses obtained from the US government to support the activities covered under an international agreement. Questions about this requirement may be directed to UC San Diego's Export Control Officer [Brittany Whiting](#). Visit export.ucsd.edu for more information.

Export Licensing:

Export licensing may be required for exports or hand carry of equipment, even for use by SIO researchers abroad, as part of international collaborations. The Export Control Office will advise on the required international trade paperwork and options for the use of export license exceptions like tools of the trade or will file for export licenses to support international collaborations. Researchers are encouraged to contact Export Control early as export licensing can take up to 3 months to obtain from the U.S. government. Email export@ucsd.edu or call 858-246-3300.

VI: ADMINISTRATIVE SERVICES

Contact: Assistant Vice-Chancellor for Marine Sciences

The Assistant Vice-Chancellor's office coordinates all operational and administrative services for Scripps. This includes submission of all proposals, negotiation of contract/grant awards, general administrative services, budget and finance, operations and facilities, capital planning and space management, facilities management,

safety/emergency preparedness, staff human resources, equity, diversity and inclusion, and information technology. These responsibilities are distributed among several managers noted below.

Contract & Grant Administration

Contact: Patty Pace, x44570 or ppace@ucsd.edu, Scripps Contracts and Grants

Scripps Office of Contract and Grant Administration (Scripps OCGA) serves as administrative liaison for activities related to Scripps research contracts and grants funded by federal, state, and private agencies. The office is also the point of contact for Scripps unfunded collaboration agreements, incoming material transfer agreements, non-disclosure agreements, and sales and service agreements.

Non-disclosure agreements (NDAs) or Confidentiality Disclosure Agreements (CDAs) are agreements that set out obligations for conversations that contain confidential and/or proprietary information from one or both parties. Commonly, this type of agreement is needed when a sponsor or collaborator and a principal investigator are contemplating a research collaboration, and first need to exchange confidential information to evaluate the collaboration's potential. Should a formal research relationship arise from these initial discussions, confidentiality terms in a sponsored research agreement or unfunded collaboration agreement would supplement or take the place of the NDA/CDA. When considering the exchange of confidential or proprietary information, please contact your business office and SIO C&G (Andrea Lupu, alupu@ucsd.edu). Please note that NDAs/CDAs are outside the fundamental research exception. All parties involved (institutions and individuals) must undergo restricted party screening, and any controlled items or materials may only be exchanged under a control plan developed in advance by UCSD Export Control.

Scripps OCGA's primary goal is to assist principal investigators and their business offices identify and obtain funding for research. Scripps OCGA [staff](#) works closely with division business offices (Business Officer and fund managers) on sponsored project proposals to ensure compliance with agency and RFP requirements and guidelines, and University policy. The office also tracks the status of proposals and responds to agency pre-award audits; negotiates, accepts, and signs awards on behalf of the University; processes post-award actions which require agency approval; and ensures compliance with sponsor reporting requirements.

There are a variety of topics on the [Scripps OCGA website](#) to help you navigate through the services provided by Scripps OCGA. You should always keep your business office informed of any upcoming proposal submissions so they can plan their workload, and alert Scripps OCGA that a proposal is coming. The business offices work directly with Scripps OCGA to ensure that you will meet the established lead times found at [policy guidance](#); this site also includes research compliance information.

Research Guidance on Export Control

Scripps is committed to supporting the University's compliance with [export control laws](#), regulations, and policies pertaining to the conduct of research or the provision of services.

Equipment and Materials

For researchers at SIO there are a number of third-party equipment components, tools, or materials that may require export licenses under EAR or ITAR depending on their capabilities or original design intent. Technology control plans will be required for export controlled technical data, equipment or components where it is anticipated that the item will be shipped out of the country, will be taken out more than 12 nautical miles from the U.S. into international waters, or where foreign nationals will require access to controlled items or associated technical data or information.

Please contact [UC San Diego Export Control](#) prior to the acquisition or transfer of any export restricted items so they can assist in securing licenses and developing the required plan including physical and IT. If a similar item is available that is not ITAR controlled, it may be preferable to purchase that item instead.

In addition to an export license, other conditions and provisos must be followed. [UCSD Export Control](#) will advise you at the time the license is approved and assist you in complying with those government requirements like filing the Electronic Export Information (EEI) through the Automated Export System (AES).

Travel

If you are travelling abroad on UC San Diego business or with UC San Diego property, please read [What you need to know before you travel outside the U.S.](#) (PDF). If you are hand carrying items in your luggage, it is considered an export; depending on the item and your ultimate travel destination, a license may be required. Additionally, whether or not an export license is required, if the items you are carrying are valued over \$2500, additional U.S. government paperwork needs to be filed through the Automated Export System (AES) for Electronic Export Information.

This only takes a few minutes. [Export Control](#) will provide a review of the property and determine if an export license or license exception is available and if AES filing is required. Please email [Export Control](#) in advance of your travels as early as possible as export licensing may take 6 weeks or longer.

Research Materials with Export Restrictions, Confidential Discussions, and Service Agreements

An export license may be required for a researcher to have access to certain controlled information provided as background on fundamental research project. Work closely with Scripps Contracts and Grants and UC San Diego Export Control to make sure you are able to comply with any obligations relating to such information. Review the quick reference [Export Control Checklist](#) to help you determine if your activities require licensing.

Some federal solicitations may include publication restrictions, data safeguarding requirements, or other restrictions on the open conduct of research. If this is the case, please contact Scripps Contracts and Grants immediately so that they, in consultation with your business office and UC San Diego Export Control, can help you determine a path forward.

If a potential collaborator or vendor asks for a non-disclosure agreement, work with Scripps Contracts and Grants or UC San Diego Procurement, respectively. Confidential communications/material transfers that involve export-controlled materials must be cleared by UC San Diego Export Control, and all organizations and participants in a confidential discussion must clear restricted party screening before conversations can take place.

When performing a non-research service for an outside entity, that entity must clear restricted party screening before work can begin.

General

Alert the UC San Diego Export Control Officer [Brittany Whiting](#) or Export Analyst [Garrett Eaton](#) so they can assist you with navigating export licenses, foreign nationals, your travels abroad, Customs, or other specific export control questions. Please also ask your business office to contact UC San Diego Export Control for access to and training on the Visual Compliance screening tool needed for non-disclosure agreements and service agreements.

If you have any questions, contact [Export Control](#) or visit their [website](#) for assistance and information.

Safety at Scripps

Contact: [Scripps Safety Coordinator](#)

(858) 534-8449 OR cell: (858) 210-1764

UC San Diego Emergencies: 9-1-1 from campus phone; (858) 534-8449 from other phones

[Scripps operates its safety program](#) in conjunction with UC San Diego's [Environment, Health and Safety \(EH&S\) division](#), which manages a coordinated safety program for the entire UC San Diego campus. Safety at Scripps is a responsibility shared by everyone: students, volunteers, faculty, and staff. The Scripps Safety Office is committed to promoting awareness, providing effective consultation, and ensuring compliance to cultivate a safe working and research environment for all.

Safety training is required for anyone who works in or uses a research lab, instrument development shop, test facility or other space at UC San Diego where workplace hazards exist. This includes researchers, faculty, post-docs, students (graduates and undergraduates), staff research associates, visiting scientists, and volunteers. To access the new Principal Investigator (PI) Safety Orientation Training, visit [Research Assistance Program](#) or schedule via email a [New PI Orientation](#) or call (858) 822-6886.

Principal Investigators are responsible for conducting laboratory hazard assessments, developing hazard control plans, and providing [personal protective equipment \(PPE\)](#) to lab workers based on these assessments.

Required Lab [Safety Training](#)

NOTE: *If you work in a research setting (e.g. laboratory) and use chemicals, biological materials, radioactive or other hazardous materials, you will need to complete e-course training (3) [UC Laboratory Safety Fundamentals](#) and then every year thereafter the [Annual Laboratory Hazards Training](#) eCourse. The required Injury and Illness Prevention Program components are covered in the two-laboratory safety eCourses.*

[\(1\) In-person Injury and Illness Prevention Program Training](#)

All employees, even those who are not working in a lab or research space, such as administrators, lab managers, or theoretical research personnel, must complete the in-person Injury and Illness Prevention Program Training within a month of their hire date. This training is offered on site on the last Monday of each month in Hubbs Hall 4500 at 10am. Otherwise personnel will need to go to the main campus for training. This is a one-time training course.

[\(2\) UC Shop and Technical Space Safety Fundamentals](#)

All those who work in either a shop or a technical space must complete the following safety training requirements:

1. Before a new employee, student, volunteer or visiting scientist begins working in a shop or technical space, they must participate in a Shop-specific Safety Orientation, led by the PI or designee, addressing hazards associated with the unique processes and equipment in their particular research environment. This is required in addition to, not in lieu of, the other lab safety training coursed described below. UC San Diego's department of Environmental Health and Safety (EH&S) offers a simple outline for a lab-specific safety orientation on its "[New Laboratory Worker Checklist for Technical Labs](#)".
2. The Annual Shop & Studio Environmental Compliance & Hazards Training. This is an annual training.

[\(3\) UC Laboratory Safety Fundamentals](#)

All those who work in a laboratory (including Faculty and staff) must complete the following safety training requirements:

1. Before a new employee, student, volunteer or visiting scientist begins working in a laboratory, they must participate in a Lab-specific Safety Orientation, led by the PI or designee, addressing hazards associated

with the unique processes and equipment in their particular research environment. This is required in addition to, not in lieu of, the other lab safety training courses described below. UC San Diego's Department of Environmental Health and Safety (EH&S) offers a simple outline for a lab-specific safety orientation on its "[New Laboratory Worker Checklist](#)."

2. The e-course [UC Laboratory Safety Fundamentals](#) (Login Required) covers the fundamentals of laboratory and chemical safety, general safety, lab users' rights and responsibilities. This Lab Safety Refresher training must be repeated every 3 years. Lab personnel do not have to complete the Injury & Illness Prevention Program Training if compliant with UC Laboratory Safety Fundamentals Training.
3. The e-course [Annual Laboratory Hazards training](#) (login required) is an annual training required every year after initially taken as part of the Laboratory Safety Fundamentals.

[\(4\) Personal Protective Equipment \(PPE\)](#)

Visit [My Research Safety](#) site where you can manage your research safety and access tools to manage your lab. The Laboratory Hazard Assessment Tool (LHAT) is required before beginning work in a UC San Diego laboratory facility, shop, or Technical Space. This application provides a summary report of hazards present in your spaces and specifies PPE required for workers. Please note that the minimum attire required at all times for lab, shop, and Technical Space users is full-length pants and closed-toe/heel shoes. Additional PPE (lab coat, face shield, chemical splash goggles, thermal protection gloves) may be required, based on the LHAT. PPE is available for free from UC San Diego PPE Office located at UC-401.

[Principal Investigator \(PI\) Safety Responsibility](#)

PIs are required to fill out and submit a field research safety plan before beginning travel for field research to any location more than 100 miles from UC San Diego or to any remote site where communications or access to emergency services are limited. A comprehensive [Field Operational Planning Tool](#) developed by EH&S for this purpose is available or you may prefer to download and use the shorter, more streamlined [Field Research Safety Planning Record \(FRSPR\)](#) used by others at Scripps Institution of Oceanography.

Visit [Frequently Asked Questions](#) regarding UC San Diego-Scripps requirement for Principal Investigators to submit a Field Research Safety Plan/Record prior to commencing travel for field research.

[Equity, Diversity, and Inclusion Initiatives](#)

Contact: [Keiara Auzenne](#), Scripps Diversity Initiatives Coordinator

Faculty are encouraged to support the University's [strategic goal](#) of evolving our campus culture through actionable initiatives and measurable outcomes that enhance equity, diversity and inclusion (EDI) for students, staff and faculty at UC San Diego. To address student and early career diversity, there are a number of opportunities to participate in mentoring through undergraduate research programs such as Scripps Undergraduate Research Fellowship ([SURF](#)), Summer Training Academy for Research in the Sciences ([STARS](#)), and the Faculty Mentor Program ([FMP](#)). The [Birch Aquarium](#) also organizes a number of outreach programs that engage K-12 students and the broader community in science education and exploration.

Faculty are also encouraged to interact with and provide feedback to the [Staff Council Diversity Advisory Committee](#) (access requires login), which is tasked with providing advice and counsel to the Director and Scripps leadership on any and all matters pertaining to student, staff and academic diversity, equal opportunity and affirmative action goals and objectives. Faculty may also participate in the Diversity Admissions Committee, which facilitates the review and nomination of graduate student applicants for the various UC San Diego Fellowship awards (i.e., San Diego Fellowship, SEED Fellowship, Cota Robles Fellowship). The Office of the Vice Chancellor for

Equity, Diversity and Inclusion (VCEDI) also has a number of EDI-related resources, including [Accountability Dashboards](#) which are interactive and display key indicators tracking recruitment, retention, and advancement for all members of our campus community. The Office of the VCEDI also supports the [Faculty Equity Advisors](#) (FEAs - Scripps FEAs are [Lihini Aluwihare](#) and [Jennifer Mackinnon](#)), who provide advice, information, and training to remove barriers to faculty equity by working collectively with the [Associate Vice Chancellors for Faculty Diversity and Equity](#) (AVC-FDEs), deans, department chairs, and search committees to identify and encourage best practices for faculty recruitment and retention.

Additional resources can be found at [UC San Diego's Center for Faculty Diversity and Inclusion](#), including information about professional development opportunities; EDI-related fellowships, grants, & awards; and best practices for building a diverse, equitable and inclusive environment at UC San Diego.

Computational Facilities, Local Information Technology (IT) Support, HPC Services

Contact: [Ezra Van Everbroeck](#), Director of Information Systems
Support Requests siohelp@ucsd.edu
Website scripps.ucsd.edu/it
Knowledge Base scrippsit.ucsd.edu/hc/en-us

Scripps IT provides basic Information Technology support to the entire Scripps community (faculty, students, staff, volunteers and visitors) at no cost. The Earth Section's Institute of Geophysics and Planetary Physics (IGPP) continues to support their own IT staff. If you are in the IGPP division, contact the IGPP [help desk](#) for assistance.

The Scripps IT basic services include:

Computer onboarding

- Network registration and IP address and port assignment
- Compliance with UC San Diego network security standards
- Installation of Sophos or another anti-virus software
- Assistance with installation and configuration of standard software packages
- Printer installation and setup

Email account setup and troubleshooting

- Email listserv provisioning and support
- Access and installation assistance for Matlab (UC San Diego concurrent license)
- Google Apps and Gmail service provisioning and management
- Walk-in, phone, and email help desk support to help solve routine computer and network problems

In addition to these no-cost basic services, Scripps IT offers a number of fee-based services to assist with more complex computing needs, such as:

- Server systems administration
- Data storage, including off-site backups
- Managed Lab Computers
- Brokering and managing cloud storage and computational services for interested research groups and PIs.
- Hourly recharge service with which we can assist in solving more complex computer and networking issues, such as:
 - Recovery from malware or hacking events
 - Hardware troubleshooting and repair
 - Lab and field computer configuration and troubleshooting
 - Complex software and hardware installation and configuration

- Installation of virtual machine software on desktop/laptop computers

Communication and collaboration

Scripps Web Operations offers a variety of online mechanisms to help faculty, staff, and students communicate, collaborate, and share their knowledge or research.

Directory Listings

Scripps [directory](#) is the starting place to find anyone at Scripps, providing email addresses, telephone numbers, office locations, and affiliations.

Directory Profiles

As a faculty member, you will also have a profile page on the website. By default, these directory profiles only include the same contact information as your directory listing, but you can request additions and updates to your Scripps profile by submitting a photo, research interests, degree information, a brief bio, and a link to your external website such as a personal or lab specific website.

Research Profiles

Web sites for Scripps [Research Profiles](#) are for faculty and graduate students, including biographies, publications, and research interests.

Research Profiles are intended to be a dynamic guide to Scripps researchers by providing easy-to-find, easy-to-update personal websites.

Scripps sets up and populates your basic site for you, featuring:

- Your title and contact information (as listed in Blink)
- Your photo (from Scripps Oceanography files or other sources)
- Your biography (as kept on file with Communications)
- Your publications list (created from your bibliography) NOTE: Please do not load PDFs of articles with copyright restrictions onto your Research Profile
- Your class list (if you have been teaching)

Once we have set up your Research Profile, it will be available at <http://scrippsscholars.ucsd.edu/{username}>, based on your unique UC San Diego email address. If your address is jtriton@ucsd.edu, your username will be triton and your site will be <http://scrippsscholars.ucsd.edu/jtriton>. Additional information for maintaining your site can be reviewed at [Scripps Research Scholars](#).

As part of your Research Profile, you need to identify [Research Topics](#) and [Themes](#) that best represent your research field (s). Once you've identified these, ask your business office to enter them into the People database. Your business office is responsible for setting these up for you. Research Topics are particularly important because it allows Scripps to categorize all research proposals and awards under the appropriate topic that fits your research. You can choose multiple topics and if you have a primary research field, you can choose this to show first on your profile. If you do not choose a primary topic, then topics will show in alphabetical order.

Publications

Updated from a weekly alert from Web of Science.

WordPress Sites

- Scripps Web Operations provides basic [WordPress sites](#) at no charge to Principal Investigators or staff members managing lab, project or expedition sites. These sites can range from a few simple pages to blogs to more elaborate structures.
- We provide initial setup and basic training. You will be responsible for creating and adding your content (i.e., text and images, etc.)
- All sites show up under the Scripps Oceanography domain (scripps.ucsd.edu/labs or /projects or /expeditions).
- If you find you need more than WordPress can provide — data repositories, interactive features — you can opt for external hosting, theming, and programming. However, please note, that the Web Group will not be able to provide support.

Hosting for Legacy Static HTML Sites

Scripps IT provides 10gb disk space for individual legacy static html sites on the scrippshtml.ucsd.edu server.

Training

Drupal and WordPress basic content editing training is available for groups in the Eckart IT Conference Room. To schedule training please submit a Help request.

VII. SHIP OPERATIONS & MARINE TECHNICAL SUPPORT (SOMTS) RESEARCH FACILITIES

(SHIPS, CRUISE PLANNING, SHIPBOARD TECHNICAL SUPPORT, UC SHIP FUNDS PROGRAM)

Contact: [Bruce Appelgate](#), Associate Director, Ships Operations and Marine Technical Support (SOMTS)

Scripps Institution of Oceanography at UC San Diego has one of the largest academic research fleets in the world, with three research vessels plus the research platform FLIP. Scripps vessels play a critical role in exploring our planet and conducting important research in all the world's oceans. Services are available to [plan a scientific research cruise](#) using Scripps's ships and services. The [UC Ship Funds Program](#) solicits proposals from students, postdoctoral researchers, faculty and staff for ship time aboard research vessels operated by Scripps.

[Shipboard Technical Support \(STS\)](#) provides specialized expertise, personnel, instrumentation, and support. STS also designs, builds and sells specialized equipment and instruments unavailable on the commercial market.

STS is composed of groups that each provides a distinct set of services and expertise (emails to each group provided below):

- [Computing Resources Group](#) - Manages and maintains STS computing resources.
- [Oceanographic Data Facility](#) - Provides hydrographic measurements and support services.
- [Shipboard Electronics Group](#) - Designs and develops instrumentation; Maintains and repairs electronic equipment.
- [Marine Research Technician \(ResTech\) Group](#) - Oversees deck operations; Manages mechanical instrumentation
- [Shipboard Geophysical Group](#) - Provides seismic services.
- [STS Calibration Laboratory](#) - Provides temperature and pressure calibrations
- [CCHDO/WHPO](#) - CLIVAR/WOCE Hydrographic Data Office

VIII. INTELLECTUAL PROPERTY, TECHNOLOGY TRANSFER

Contact: [Gwen Nero](#), Director Corporate Affiliates, Business Development, Industry Outreach, and Innovation

Contact: [David Gibbons](#), Assistant Director, Physical Science Licensing, UC San Diego, Office of Innovation and Commercialization

[Scripps Corporate Alliance](#)

Scripps Corporate Alliance is a program launched in 2017 to facilitate relationships with companies that align with Scripps research and educational programs. Corporate members receive assistance in building relationships with faculty and research staff that may lead to research collaborations, sponsored research, and technology licensing. Corporate members receive assistance in recruiting students and postdoctoral fellows for internship and full-time positions and administrative support in facilitating their relationships at Scripps.

Faculty, staff and students interested in connecting with corporate members, receiving administrative support in managing their existing relationships with companies, or discussing opportunities to engage new companies in their research can contact [Gwen Nero](#). To learn more about the programs and current members visit [Scripps Corporate Alliance](#).

[Intellectual Property, Commercialization, and Technology Transfer](#)

The UC San Diego Office of Innovation and Commercialization (OIC) is part of the Office of Research Affairs. OIC has established a campus-wide innovation platform to build a systemic and sustainable innovation culture, to create a vibrant regional ecosystem, and to accelerate commercialization of campus inventions.

Disclosing a technology or concept to the OIC is the first step in accessing the legal, entrepreneurial, and business resources available at the institution to protect, grow, share, license, or spinout your technology. To maximize the potential for your intellectual property (for example software, small molecules, hardware, methods, works of art) to be protected, it is essential to disclose it as soon as possible (well before public presentation or publication). Public presentation via the web or a conference poster or oral presentation of your intellectual property may influence the ability to protect it through a patent in the US and abroad. To learn more about disclosure or to submit a disclosure visit [invention disclosure system](#).

Inventions generated at UC San Diego during the course of research may be owned in part or fully by the University of California. There may be opportunities to license the invention to an outside entity for use or sale, or the inventor may be interested in creating a new startup business around his or her invention. Disclosing the invention to the OIC is essential for evaluating appropriate options for intellectual property protection and commercialization. Licensing staff at the OIC work with scientists and students to evaluate intellectual property, protection strategy, and commercialization options. If a decision is made to protect the intellectual property (for example submit a patent application), the OIC assumes associated legal costs. If a scientist or student employed by UC San Diego develops a business or intellectual property external to his or her role at UC San Diego a waiver may be granted by the OIC stating the University has no rights or ownership of this intellectual property. Disclosing this external intellectual property is the first step in generating this waiver. To learn more about the pathway for protecting intellectual property visit [patent your research](#).

The Regents of the University of California have produced a course [Intellectual Property Essentials for Academic Researchers](#) that introduces the four main categories of intellectual property. The content is for training purposes and should not be considered legal advice but may assist you in identifying intellectual property and appropriate protection strategy. There is a myriad of resources at UC San Diego to educate and support students, staff, postdoctoral fellows, and faculty on intellectual property and commercialization. With questions on intellectual property protection and strategy please contact [Gwen Nero](#) or [David Gibbons](#).

When working with industry sponsors of research, collaborators, or licensors you may consider or be asked to put into place an agreement to protect your and / or the company's confidential information. Non-disclosure agreements (NDAs) or Confidentiality Disclosure Agreements (CDAs) are agreements that set out obligations for conversations that contain confidential and/or proprietary information from one or both parties. The terms control the disclosure, receipt, and use of the confidential or proprietary information. Commonly, this type of agreement is needed when a sponsor or collaborator and a principal investigator are contemplating a research collaboration, and first need to exchange confidential information to evaluate the collaboration's potential. The primary focus of an NDA/CDA is to ensure that the rights of each party are protected with respect to its ownership of its confidential information and restrictions on the other party's use or dissemination of that information. Should a formal research relationship arise from these initial discussions, confidentiality terms in a sponsored research agreement or unfunded collaboration agreement would supplement or take the place of the NDA/CDA. When considering the exchange of confidential or proprietary information, please contact your business office and SIO C&G (Andrea Lupu, alupu@ucsd.edu). Please note that NDAs/CDAs are outside the fundamental research exception. All parties involved (institutions and individuals) must undergo restricted party screening, and any controlled items or materials may only be exchanged under a control plan developed in advance by UCSD Export Control.

For additional information:

Entrepreneurial Resources:

<https://scripps.ucsd.edu/resources-and-facilities/entrepreneurial-resources>

Calendar of Innovation & Career events:

<https://scripps.ucsd.edu/events?tid=2056>

Innovation Newsletter

<https://siomail.ucsd.edu/mailman/listinfo/scrippsinnovation>

Scripps Corporate Alliance

<https://scripps.ucsd.edu/programs/business/alliance/>

IX. OUTREACH/COMMUNICATIONS/DEVELOPMENT

Outreach Opportunities at Scripps

Contact: [Harry Helling](#), Executive Director, Birch Aquarium at Scripps

Contact: [Cheryl Peach](#), Director, Scripps Educational Alliances

Scripps faculty interested in education and outreach have access to a wide variety of opportunities to engage audiences outside of academia in learning about their research. Scripps is fortunate to have its own interpretive center, [Birch Aquarium at Scripps](#) (BAS), which serves as a primary outlet for outreach at Scripps and specializes in creating innovative exhibits and programs that translate Scripps science for the public. Scripps outreach professionals facilitate and support faculty and graduate student collaboration with BAS, as well as other outreach focused organizations both within and outside of the University. These outreach activities are often used as a means of satisfying NSF or other funding agency requirement for “broader impact.” Outreach support staff can provide a number of “broader impact” options that can be tailored to your research interests, a specific solicitation (e.g., [NSF Faculty Early Career Development Program \(CAREER\)](#)) and/or a target audience. They can also help craft appropriate budgets for your outreach plan, as well as supply advice on impact evaluation for the activity you plan. Notably, many outreach programs at Scripps focus on engaging groups traditionally underrepresented in science.

BAS also offers science communication training courses for undergraduate and graduate students (SIO 180, *Communicating Science to Informal Audiences* and SIO 209, *Communicating Science to the Public* respectively). These courses are offered for credit every year and are taught by BAS staff and a STEM outreach postdoctoral fellow.

Scripps has an active and well-organized volunteer organization, [Scripps Community Outreach for Public Education](#) (SCOPE) that engages Scripps community members in providing public and school groups with access to the research conducted at Scripps. Through pier and lab tours, classroom visits, and other activities both on and off of the Scripps campus, SCOPE is an excellent means for your graduate students to learn and practice science communication skills and can be used as a component of an outreach plan in research proposals. Guidance on participating in outreach can be found in [Education and Public Outreach: A Guide for Scientists](#).

Communicating Your Science to Various Audiences

Contact: [Lauren Fires Wood](#), Director of Communications

Scripps Communications Office provides all forms of communication including press release writing, media outreach to local, national and international media, and managing Scripps website news and social media content. They are especially interested in hearing your story ideas that merit public interest, as well as providing you help with generating media coverage, and highlighting your research, publications, awards and honors, and science discoveries and breakthroughs. Resources and services provided are:

- News and web stories: Scripps Communications manages and populates the [News](#) and [From the Porthole](#) web pages of the Scripps website. The focus is on science, research, education, private philanthropy, government support, Scripps Birch Aquarium, ship operations, diversity, and other stories originating at Scripps. Stories are distributed to a wide variety of outlets, including local, regional, national, and international print, broadcast, and web.
- Social media: Scripps Communications manage multiple institutional social media accounts in support of Scripps' academic and administrative priorities. They maintain a strong presence for Scripps on [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), and [Flickr](#), among other emerging new media tools. Sharing interesting photo and video content from field work and labs is a big priority for the communications team and contributions are welcome.
- Media contact: Scripps attracts continuous local, national and international attention. While most media representatives contact Scripps Communications, some reporters go directly to individuals generating news interest. If the media contacts you directly, please let Communications know as they can assist in vetting the inquiry, answering questions, setting up interviews, and providing relevant background information. Communications also maintains an archive of Scripps press coverage so it's important to know of all contact with the media.
- *explorations now*: Scripps' award-winning e-publication, *explorations now*, is published by the communication's office. It informs and educates the public, educators, alumni, scientific community, and Scripps' friends and supporters about ongoing ocean and earth science research and events. You can subscribe to the email sent monthly by visiting the [explorations now](#) website. Contact the [editor](#) to make contributions or inquiries.
- Biographies & Background: Scripps Communications maintain the most current materials on Scripps scientists. Keeping them informed of updates is appreciated.
- Photo-Video Bank: Scripps Communications maintains an extensive digital image library of photographs and videos of research activities, facilities, research vessels, equipment, and Birch Aquarium. The office can shoot and produce broadcast-quality video of Scripps research, when resources allow. Additions to the library are welcomed.

How can you help and what can Scripps Communications do for you?

Contact [Scripps Communications](#).

- Submit story ideas that highlight your research, publications, awards & honors, science discoveries and breakthroughs. These can be used to help promote you and your work. Please give Communications as much advance notice as possible, so there is adequate time to write press releases, develop media lists and pitch news coverage.
- Keep Communications in the loop on interesting projects and field work before they happen. Communications can advise on how to capture photo and video from projects, and determine capacity for media coverage.
- Let Communications know if you have a blog or other social media account. They continuously promote via Scripps' social media and can include your social media information.
- If the media contacts you directly, keep Communications informed as they can assist you with answering inquiries, setting up interviews, and finding out more about a reporter or outlet.
- Keep your biography or C.V. up to date. Communications appreciates having the most recent material on file in case it is needed for promotional purposes.
- If you have photos or videos about you or your research, consider contributing these to the video/photo archives.
- Photos of field and lab work are especially of interest for Scripps social media channels. Content can be shared for consideration by emailing the [communications team](#).

University Policy on Support, Sponsorship, or Endorsement

Scripps Communication Department clarified that you are able to list your affiliation for editorials, as it falls under the domain of academic freedom. Faculty across University of California are frequently signatories to statements and editorials while listing their affiliation. Particularly if labeled as an “editorial” or “op-ed,” as it is then clear it is YOUR opinion as opposed to a university or institutional position.

UC Policy

All individuals or organizations using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.

In personal and other non-official correspondence, statements, or other material represented in a variety of media, including but not limited to printed matter, the Internet, and film or television relating to commercial, religious, or political activities or issues, the University title of a faculty or staff member or the title of a student government official shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any commercial, religious or political activity or issue, the identification shall be accompanied by a disclaimer: an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units. Similarly, such correspondence, statements, or other material issued by a Registered Campus Organization shall be accompanied by a disclaimer to the same effect if it might reasonably be construed as implying the support, endorsement, or opposition of the University.

Development Opportunities

Contact: [David Hanes](#), Executive Director of Development

The [Scripps Development Program](#) strives to increase private support that will enable Scripps to continue to innovate and excel, to lead and to influence, to collaborate on a global stage and to shape a more positive future

for our planet and its inhabitants. Donors that are most likely to give are those who see the value in supporting environmental science and education at Scripps and the significance their support will have. Therefore, we need to communicate clearly with prospective donors about how Scripps can make a difference to society by creating a healthier planet for future generations. Scripps research is addressing some of societies greatest concerns such as climate change, loss of marine life, new drugs from the sea, earthquakes, and the ability of sound science to improve decision-making substantially.

Scripps relies on private gifts to support new buildings, student fellowships, endowments, seed funding for new programs, and matching funds. Because Scripps now receives less than 12 percent of its budget from the state of California, private support is more meaningful than ever. Birch Aquarium at Scripps receives no state appropriation. They rely on gifts to supplement their admission and rental income.

Past private support has funded:

- Graduate student fellowships
- Postdoctoral fellowships
- Visiting Scholars that collaborate in geophysics
- Pilot research efforts that could support future projects or proposal development
- Career development awards for early career scientist
- Endowed faculty chairs in climate change, marine biodiversity and conservations, and natural history
- Research on coral reef restoration, ocean pollution, fisheries, the California Current, climate change, and more
- Award-winning Feeling the Heat exhibit at Birch Aquarium at Scripps
- Perspectives on Ocean Science lecture series at Birch Aquarium at Scripps
- Robert Paine Scripps Forum for Science, Society and the Environment (Scripps Seaside Forum)
- Scripps Oceanographic Collections sponsorships

As a faculty member, you can make a difference and help us communicate with prospective donors. If you are interested in establishing or furthering existing collaborations on a local or global stage, contact the [development office](#). The Development office welcomes the opportunity to discuss your research, and the mutual benefit it might have to Scripps and your research program.

X. MISCELLANEOUS

Mandatory Administrative Training

Cyber Security Awareness Course

As part of the university's efforts to address the increasing threats to the security of our information systems and data, all faculty and staff must complete an annual security awareness training program.

Everyone in the university community has a responsibility to safeguard the university's information assets. This training program will better prepare us to fulfill this responsibility and to strengthen our defenses against future attacks.

The full course takes approximately 50 minutes to complete, the refresher course takes approximately 35 minutes to complete. Both courses may be completed in more than one sitting if necessary and a bookmark function will remember the modules you have already completed.

The course assigned to you may be accessed via the UC Learning Center.

1. Go to <https://uclearning.ucsd.edu/>
2. Log in with your Single Sign-On username and password
3. Click the To Do List/Assigned Training icon
4. Click green Start button next to Cyber Security Awareness

If you have questions about the course or its content, please contact security@ucsd.edu

If you need assistance using the UC Learning Center, contact lms-support@ucsd.edu.

Sexual Harassment Prevention Courses

Sexual harassment prevention training is mandatory for all UC San Diego employees. Faculty must take the supervisor level training and all nonsupervisory employees are required to complete mandatory biennial sexual violence and sexual harassment prevention training.

Supervisor training

Supervisors, including all academic appointees, must complete 2 hours of sexual harassment prevention training every 2 years. New supervisors at the University of California must complete 2 hours of training within 3 months of assuming supervisory responsibilities. This requirement is based on Assembly Bill 1825, which became law on Jan. 1, 2005.

Supervisors who need to fulfill the state requirement can use either one of the following methods:

- **Attend a classroom training:** UC Learning Center, a service of Staff Education & Development, offers Sexual Harassment Prevention: The Survival Guide and Sexual Harassment Prevention: Life Theatre's Survival Guide, both of which satisfy the mandatory sexual harassment training requirement for supervisors under California law. Download the Life Theatre flyer on the [OPHD Programs page](#) to learn more.
Note: Those attending the classroom training may disregard the email that contains their personalized link.
- **Take an online course:** An online training program is available for supervisors. Those who have not satisfied the training requirement will receive an e-mail with a personalized link to the program. You can take the 2-hour course from any computer with access to the Internet, and you can stop and restart at any time. The program also keeps track of who has completed the course. For assistance with the online program, contact staffeducation@ucsd.edu. For questions about the content of the training or whether you are required to take it, contact ophd@ucsd.edu.

For more information, see details about the [Office for the Prevention of Harassment & Discrimination](#) (OPHD) or visit the [OPHD website](#) for frequently asked questions about the training requirement, including information about the online program and classroom training registration.

Non-Supervisory training

Effective January 1, 2016, all non-supervisory employees, including student employees, are required to complete mandatory annual sexual violence and sexual harassment prevention training. The program is an online video-based training that takes approximately one hour to complete through [UC Learning Center](#) (login required).

UC San Diego Teaching + Learning Commons

Faculty Programs, Services & Resources

Contact: [Gabriele Wienhausen](#), Faculty Director

The [Teaching + Learning Commons](#) provides a variety of faculty programs, services and resources. An [Overview of Services](#), outlining the programs and services they provide is available online. Programs and services include:

- Curriculum Design & Classroom Teaching Methods
- Digital Learning
- Engaged Learning Tools
- Faculty Development
- Program Assessment
- Scholarship of Teaching and Learning
- Syllabus Guidance
- Write-To-Learn Consultations
- Writing Across the Curriculum
- Services and Resources for Your Undergraduates
- Services and Resources for Your Graduate Students

Center for Engaged Teaching - Teaching workshops

Contact: [Jace Hargis](#), Director

The [Center for Engaged Teaching \(CET\)](#) is a center within the Teaching + Learning Commons. CET helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Students are provided a suite of experiential learning tools and services that help ensure their success at our campus, and beyond. Teaching workshops and events can be viewed on the [CET calendar](#).

The mission of CET is to actively create, offer, and support research-based and innovative resources to advance teaching, learning and assessment. They accomplish this by:

- Assessing and enhancing overall quality of instruction, curriculum design, program outcomes.
- Providing resources and assistance to enhance our capabilities.
- Sharing, building, and updating research-based teaching and learning practices.
- Creating meaningful new faculty resource and on-going support.

Services offered include:

- Confidential consultations
- Classroom observations (faculty flow diagrams and student group perceptions)
- Teaching and learning workshops
- Course redesign studios
- Learning communities (teaching, writing, technology circles, etc.)
- Formative assessment of faculty teaching effectiveness
- Creating and implementing methods for assessing student learning

- Scholarship of teaching and learning

Family Resources

UC San Diego provides family resources to all employees under the Human Resources Department. These resources provide services related to your family. The [family resources](#) website offers information for [Expectant Parents](#), [Childcare](#), [Caregivers and Elder Care](#), [Bright Horizon Care Advantage](#), and Resources for Dependents ([Educational](#) and [Dependent Care Flexible Spending Account](#)).

Academic Family Accommodation Program

Contact: [Heather Zion](#), Academic Family Accommodation Program Liaison

Major strides have been made in recent years to be inclusive of diverse academic families. [Family accommodation policies](#) provide work accommodations during pregnancy, childbearing leave, parental bonding leave, periods of active service with modified duties, family leave without pay, extensions of the probationary period for assistant-level appointees, deferral of merit reviews, and periods of flexible workload for ladder-rank faculty. See the UC San Diego Policy and Procedure Manual, [Section 230-15](#) (Family Accommodations Policy), for specific eligibility requirements. Leave provisions that UC San Diego allows either meet or exceed Family and Medical Leave Act and California Family Rights Act requirements.

[Family-friendly programs and services](#) include employment assistance for spouses and partners of ladder-rank faculty, child care services and referrals, summer camps and year-round recreation programs for children, confidential counseling services, eldercare information and support, and a lactation accommodation program for nursing mothers. If you have substantial responsibility for a newly born or adopted child, you may request a one-year deferral of your normally scheduled academic review, up to a maximum of two deferrals. In most cases, the eight-year limit for Assistant Professors is extended accordingly but review the policy and talk to your division academic personnel representative to discuss your individual situation.

UC San Diego also offers an extensive [benefits program](#) in support of its employees and their families.

Childcare

UC San Diego offers both on- and off-campus [childcare](#) for young children as well as other child care resources for both staff and faculty.

Campus Childcare Options

Full-time childcare is available on campus at the [Early Childhood Education Center \(ECEC\)](#) for children three months to six years old, with age-appropriate development programs. The center offers full-time enrollment only. Unfortunately, there is a wait list so you might need to examine other alternatives. Some of these are listed below.

Part-time childcare is available on campus at the [Mesa Child Development Center](#), which offers morning or afternoon sessions for preschool-age children of UC San Diego employees and students.

UC San Diego students provide childcare through the [UC San Diego Babysitting Resource Program](#). Parents can post a job and wait for a babysitter to contact them, or they can view babysitter profiles and contact sitters directly.

Off-Campus Childcare Options

[Bright Horizons Care Advantage](#) is a web-based resource to help you find and select pre-screened care for children, adults — even pets. You select the caregiver that's right for you. Whether you need everyday care or back-up care, Bright Horizons Care Advantage provides a comprehensive childcare and eldercare solution to complement UC's work/life benefits and employee assistance program resources. UC San Diego offers access to this program as a resource to help current UC San Diego faculty and staff members find caregivers — especially on short notice — so that they can get to the office or classroom with minimal disruption.

[SitterCity](#) offers child care with premium access for FREE! By becoming a member on their site, they will find sitters close to your home.

Campus Dependent Care Travel Grant

Contact: [Heather Zion](#), Program Coordinator

UC San Diego is committed to supporting the family needs of UC San Diego Academic Senate faculty. Through the [Dependent Care Travel Grant program \(DCTG\)](#), UC San Diego provides funding to help offset costs for eligible faculty who incur dependent care expenses related to traveling to perform research or to attend regional, national, or international conferences or professional meetings. DCTG funds may be used to offset dependent care expenses at an alternate location, such as a hotel or conference site, or for dependent care at home while the faculty member is traveling. Eligible faculty members may receive one IEVC-funded dependent care travel grant per fiscal year, not exceeding \$2500 total.

Scripps Dependent Care Travel Grant

Contact: [Susie Pike Humphrey](#), Program Coordinator

The Vice Chancellor for Marine Sciences (VCMS) is committed to promoting academic excellence by supporting the family needs of Scripps Researchers and Project Scientists. Researchers and Project Scientist are not covered by the Academic Senate Dependent Care Travel Grant (DCTG) program (noted above) but are eligible under the Scripps program. Scripps has established a [Dependent Care Travel Grant \(DCTG\) program](#) and is providing \$25,000 annually to help offset costs for eligible researchers and project scientists who incur dependent care expenses while traveling to perform research or to attend regional, national, or international conferences or professional meetings. DCTG funds may be used to offset dependent care expenses at an alternate location, such as a hotel or conference site, or for dependent care at home while the researcher is traveling. Eligible participants may receive one VCMS-funded dependent care travel grant per fiscal year, not exceeding \$2500 total. [Application Form](#).

Housing Assistance Programs

Contact: [Marie Sidney](#), Housing Program Coordinator

The University of California and UC San Diego offers a variety of housing programs to assist with the recruitment and retention of faculty. There are multiple [mortgage origination programs](#) that are available.

[UC Off Campus Housing](#) offers other options that will help you find appropriate housing such as.

- Faculty sabbatical housing: Search online for available housing.
- Off-campus housing: Find listings by location and type.
- Rental information: Learn about security deposits, moving in and out of off-campus housing, rental forms, and more. Some of the off-campus housing that you can access includes:

- La Jolla del Sol
- The Villas of Renaissance
- La Jolla Palms Apartment Homes
- Westwood Apartment Homes
- La Scala Apartment Homes

Faculty and staff: [Login](#) is required - Use your Blink Single Sign-On username and password to search listings. Affiliates (Visiting scholars and researchers) should contact their department chair or call Commuter Student Services at (858) 822-4987 for a login ID and password.

Faculty Recruitment Travel and Removal Expense Policies

Removal expenses may be provided for certain new appointees (see APM - 560-14) to academic positions. Removal expenses are not provided automatically nor do they constitute a perquisite of University employment; they are paid in accordance with the purpose and procedure identified in the below policies. Partial payment of removal expenses is a privilege, which may be accorded to qualified persons in order to expand the geographical area for selection of permanent academic staff and thus enhance the effectiveness of University recruitment.

The following policies relating to travel and removal expenses are designed to facilitate the [University's recruitment policies](#):

- Travel Expenses for Recruitment (APM - 540).
- Removal Expenses (APM - 560).
- Removal Expenses — Assistants (APM - 561).
- Moving Expenses for Intercampus Transfers (APM - 550).
- Travel Expenses for Appointees to Visiting Titles (APM - 230-20-h).
- Travel Expenses for Short-Term Appointees on Extramurally Financed Projects (APM - 570).

Parking and Transportation

[Transportation Services](#) provide information to many transportation options. New employees are eligible for a [complimentary parking permit](#) for 15 days so make sure you take advantage of this benefit. There are several parking permit options to choose from. If you need to park at Scripps, sign up for a UC San Diego parking permit using payroll deduction, as then you are spending pretax dollars (i.e., your taxable income is reduced accordingly, providing an additional discount). You can save some money by only getting a 'B' permit, as you don't need an 'A' permit to park at Scripps (although you will have a very hard time finding a place to park on the main campus at midday with only a 'B' permit). If you only need to park at night (after 4:30 pm) and weekends, you can get a UC San Diego Night and Weekend permit. Remember that you must get a Scripps decal/fish stamp (at no cost) from Scripps administrative front office in the Scripps Administration Building to validate any of the purchased permits in order to park in most Scripps lots west of La Jolla Shores Drive (a UC San Diego permit alone is OK for the upper lots, those lots with numbers of 11 and higher). Without the Scripps-validation, you will be ticketed so remember to get your Scripps validation. Having a Scripps-validated parking permit is a real perk for going to the beach on summer weekends!

If you don't mind the walk, you can save money by forgoing the permit and parking on La Jolla Shores or other surface streets. However, be aware that break ins and smashed windows are relatively common on La Jolla Shores, so don't leave anything valuable in your car.

If you live within biking distance, consider joining the [UC San Diego pedal club](#) (you will need to register your bike with the UC San Diego police). This is free and each quarter you get 10 day-use parking permits to use on rainy days or when you must take your car to work. To park at Scripps, make sure you get a fish stamp on your

permit from the [Scripps Administrative Front Office](#) in the Scripps Administration Building. The pedal club is a great deal.

If you live near a bus route, consider buying a [regional transit pass](#). UC San Diego faculty and staff get a 25% discount if they purchase this through payroll deduction where it is pretax.

There is a [free shuttle bus](#) that runs between UC San Diego and Scripps. Even if you have a parking permit, you may find this useful because midday parking at UC San Diego is hard to find.

Library

Scripps no longer has its own library. However, you may request books from the [main library](#) and have them delivered to the Scripps department office for your pick up.

E-mail Lists

There are a large number of [public e-mail lists](#) at Scripps where you can choose to get seminar announcements, learn about housing rentals, etc. When you first arrive, we recommend that you sign up for [All-at-SIO](#) and scan the options for additional lists that make sense for you. All faculty are automatically included in the [acad@sio.ucsd.edu](#) email (your inclusion is derived from the Scripps People Database). If you find you are not receiving the emails to the acad@sio group, let your business office know so they can verify your information is correct and assist you in resolving. If you ever find yourself not getting important e-mails that your colleagues seem to get, it's likely because you are not signed up for the right e-mail lists. If you need help, contact [siohelp@ucsd.edu](#)

Retirement

UC is one of the few universities that still provide a defined benefit plan, rather than a defined contribution plan. You will receive a pension after retirement, with the amount set by a formula that takes into account your age, years of service, and ending salary. The UC plan is quite generous and a real benefit for long-term UC employees. Note, however, that your pension will be based on your nine-month salary. Any summer salary that you raise is not counted in the pension formula. If you want to put aside more money for retirement, you can contribute pretax income to 403b and 457b plans. Visit the [Retirement and Financial Planning](#) website to set up plans.

Birch Aquarium Faculty Complimentary Membership

As a special welcome from Birch Aquarium at Scripps, new faculty at Scripps are greeted with a complimentary one-year family membership that covers admission for the new faculty member, one additional adult, plus 2 children. To receive the membership card along with 4 guest passes, new faculty should present their Scripps Faculty ID card at the Birch Aquarium Visitor Services office. After the complimentary first year, faculty may renew their BAS membership at a discounted rate.

Scripps Venue Rentals

The [Robert Paine Scripps Forum](#) for Science, Society and the Environment (Scripps Forum) is a resource for all Scripps faculty, students and staff. The forum provides a state-of-the-art facility that celebrates our unrivaled coastal environment. The forum's waterfront location is the perfect environment to showcase our research, education and community programs, as well as foster ties to UC San Diego campus divisions and departments. It is used regularly for weddings and celebrations, conferences and symposiums, seminars, business meetings, science and professional events, program planning, and community-wide events. You can access the [Scripps Seaside](#)

[calendar](#) and the [Scripps Seaside Forum Internal Use Policy](#) (requires log in to Scripps website before you can download)

The [Martin Johnson House](#) is a historic oceanfront cottage built and nestled under lush cypress trees with breathtaking views of the Pacific coastline. This rustic cottage housed professors and their families in the early years of Scripps. Today it is used for corporate events, meetings, weddings, receptions, dinners, and private parties.

For further information on the Scripps Forum and Martin Johnson House rentals and to secure a reservation, contact [Scripps Venue Rentals](#) at (858) 534-5604. Contact [Donna Shabkie](#) if you need assistance with planning or running a Scripps event. Staff are available (for a fee) to help make an event special.

The [Birch Aquarium at Scripps \(BAS\)](#) is located on a high bluff and has one of the most dramatic ocean views in the area. For questions about using this venue, contact the [Special Events Department](#) or call 858-822-5439.

XI. USEFUL WEBSITE LINKS

1. [Faculty Handbook](#)
2. [Useful Links for Faculty](#)
3. [UC San Diego New Faculty Orientation](#)
4. [New Employee Checklist](#) - Provides guidance on first workday and beyond (obtaining staff ID card, parking, paychecks).
5. [New Employee Orientation](#) - Staff new employee orientation but has useful information about parking, campus life, benefits, retirement and investment, etc.
6. [Office of the President Academic Personnel and Programs](#)
7. [Principles of Community](#)
8. [Disability Resources](#)
9. [Equity, Diversity and Inclusion](#)
10. [Diversity: Faculty and other Academic Personnel – Family Friendly Programs](#)
11. [Principal Investigator Responsibilities](#)
12. [More Faculty Resources](#) - Includes personal services, benefits, housing, childcare, faculty groups, assistance programs, etc.
13. [Academic Senate Manual](#)
14. [Teaching+Learning Commons](#) ([New Faculty Brochure](#))
15. [Scripps Public Mailing List](#) (subscribe/unsubscribe to various public email lists)
16. [Employee Discounts](#)
17. [Faculty Resources](#)