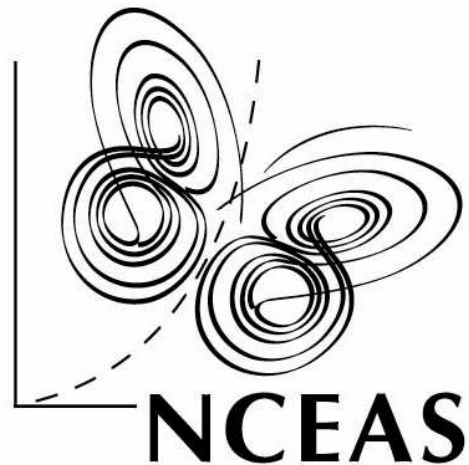


**NATIONAL CENTER FOR  
ECOLOGICAL ANALYSIS AND SYNTHESIS**

**POLICY FOR POSTDOCTORAL FELLOWS  
(Hired before January 1, 2005)**



## **NCEAS POLICY FOR POSTDOCTORAL FELLOWS**

Welcome to the National Center for Ecological Analysis and Synthesis (NCEAS). Although NCEAS has very few policies, this document outlines the few that we do have, and you are responsible for understanding and complying with these policies. Our mission is to provide a setting that stimulates interactions, creativity, and productivity. Our web site (<http://www.nceas.ucsb.edu>) contains information about the Center: its mission, funded projects, calendar of events, information about the area, etc. We encourage you to refer to it often. Also, we hope you will feel free to make suggestions and recommendations based on your experience at the Center.

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### **APPOINTMENT**

NCEAS typically hosts 12-18 postdoctoral associates a year. Postdoctoral fellows are appointed for a one-year term, which can be renewed for a second year under most circumstances. Extension for a third year may be requested if there is a demonstrated need. Proposals for a third year of support will be reviewed by the Science Advisory Board, and decisions regarding proposals for extension of appointments for a third year are made following that review. If, during your first year at NCEAS, you are offered a position elsewhere, but would prefer to stay at NCEAS for a second year, you may do so if you can negotiate that arrangement with your new employer. However, if you receive a job offer that potentially could begin during what would be a third year at NCEAS, you are expected to depart NCEAS at the end of your second year, or as soon thereafter as is reasonably possible, even if you already have been granted a third year.

You will receive a salary as a Step VII postgraduate researcher during the first year at NCEAS, and, if all is in order, a Step VIII salary in your second and third (if applicable) years at NCEAS.

NCEAS currently is funded through July 31, 2006. Reappointment beyond July 31, 2006 is contingent on renewal of support for NCEAS from the National Science Foundation.

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### **SCHOLARLY ACTIVITIES**

Your primary responsibility while at NCEAS is to fulfill your goals regarding scholarly research, as outlined in your proposal. To this end, we expect that postdoctoral associates will produce annual reports summarizing their activities at the Center. In addition, a final report should be completed within two weeks of your departure (many choose to complete this before they leave). It is your responsibility to ensure that support from the Center is acknowledged in all publications that you produce, or to which you contribute, and copies of published articles should be provided to the Center. Your address should be given as NCEAS in publications resulting from work done while in residence at the Center, even if these publications appear after the end of your appointment. This is important for our annual reports to NSF and to other funding agencies.

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### **ECOLUNCH**

All resident scientists, including postdoctoral associates, are expected to attend Ecolunch each week.

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## **POSTDOC WEB PAGE**

All NCEAS postdoctoral fellows are expected to maintain professional web pages, highlighting their research and professional accomplishments. NCEAS' computing staff can assist you with setting this up. If you choose to include information about your personal life on your web page, this should be done in a separate, clearly labeled area.

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## **DISCRETIONARY FUNDS**

You will have access to \$2,000/year in discretionary funds the first year and \$2,500/year the second and third years (if applicable). Funds may not be carried over between years. This support can be used for travel, page charges, reprint costs, books, special furniture needs, etc., associated with NCEAS, but not for field research. All items purchased with these funds are NCEAS' property and must remain at NCEAS when you depart. You will be provided with accounting information pertaining to these budgets and you are responsible for ensuring that expenditures do not exceed your budget.

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## **MENTORSHIP**

Because NCEAS has few scientists on the staff, most NCEAS postdoctoral associates will not have a resident mentor as is often the case with more typical postdoctoral positions. Accordingly, NCEAS postdoctoral fellows may use up to \$2,000 (with the approval of the Director or Deputy Director) during their tenure at the Center to visit other scientists or to have them visit NCEAS for specific mentoring purposes. Note that one of the greatest benefits of working at NCEAS is access to visiting scientists (100s/year), to other resident scientists (postdocs and sabbatical fellows), and to faculty at UCSB. We encourage you to interact regularly with UCSB faculty, Center Fellows (sabbatical visitors), and with working group participants, and to consult them about your research and about career advice. In addition, NCEAS will consider arrangements with scientists at other institutions to provide mentoring assistance to postdoctoral associates.

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## **UCSB BENEFITS, VACATION, SICK LEAVE, ABSENCES**

You will be a UCSB employee and, therefore, it is your responsibility to sign up for UCSB benefits and to attend the New Employee Orientation on campus within the 1st thirty days of your initial appointment date. The UCSB Human Resources web site (<http://hr.ucsb.edu>) has comprehensive information on available benefits.

### **Vacation**

If you are employed at 100% time, you will accrue 16 hours of vacation per month. You may begin taking vacation after you have been employed six consecutive months at 50% time or greater. Vacation must be taken in 8-hour increments. If you are employed at less than 50%, you will not earn vacation leave.

You are expected to use all of your accrued vacation leave before the end of your appointment. The NCEAS budget does not include additional funds to cover payment for unused leave. Accordingly, approximately three months before the projected end of your appointment, your accrued vacation time will be reviewed. If there is a significant amount of unused vacation time, your appointment will be

terminated early, commensurate with the accrued vacation time. The only exception is that vacation accrued for your last month of work (16 hours at 100%) will be paid after you leave.

### **Sick Leave**

If you are employed at 100% time, you will accrue 8 hours of sick leave per month. This may be taken after the month it is earned. If you are employed at less than 50%, you will not earn sick leave. Report sick leave (in 8-hour increments) on the monthly reporting card.

### **Absences**

Please let us know in advance if you intend to be absent for any length of time.

### **Time Off**

It is expected that you will spend the vast majority of your time in residence at the Center and that you will interact with other scientists while here. If necessary, you may arrange to take time off, either unsalaried or with salary from another source, to work on other projects. If you do so, the time you are on leave will still count toward your total tenure at NCEAS (i.e., taking a leave of absence for 6 months does not extend your time at NCEAS by 6 months).

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## **REMOVAL EXPENSES**

The Center does not pay for any travel or shipping/removal costs related to your move to or from Santa Barbara.

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## **NON-U.S. RESIDENTS/CITIZENS**

You are responsible for maintaining and updating your visa status during your stay at the Center; be aware of this status before you plan any trip. You may wish to check with the Office of International Students and Scholars at the UCSB campus (<http://www.oiss.ucsb.edu>). If you are issued a visa through UCSB, it is your responsibility to inform the Office of International Students and Scholars each time you exit and enter the U.S.