UCSB Postdoctoral Scholar Campus Contact List
(Revised 02/2015)

**Academic Personnel**

The Office of Academic Personnel manages the review and processing of initial postdoctoral scholar appointments and reappointments, and prepares appointment “exceptions” for review by the Associate Vice Chancellor. We respond to general postdoctoral policy questions found in the UC Postdoctoral Scholar MOU, UC Academic Personnel Manual, and the UCSB Campus Red Binder.

Billy Ko
Postdoctoral Scholar Coordinator
1311 Cheadle Hall
Phone: (805) 893-4441
Email: billyko@ucsb.edu

**Graduate Division**

Robert Hamm
Director, Graduate Student Professional Development
3117 Cheadle Hall
Phone: (805) 893-2671
Email: robert.hamm@graddiv.ucsb.edu

**Labor Relations**

Employee/Labor Relations answers general questions about union contract interpretation and union dues/fees. They can assist with informal complaint resolution and grievance processing as well as layoffs and disciplinary matters.

Staci Richards
Employee & Labor Relations Analyst
3101 Student Affair & Administrative Services Building (SAASB)
Phone: (805) 893-4669
Email: staci.richards@hr.ucsb.edu

**Benefits**

The UCSB Benefits Office counsels postdoctoral scholars on enrollment information, benefit plans, coverage offered by the plans, eligibility, and costs. They serve as a liaison among the postdoctoral scholars, departments, payroll, Garnett-Powers, and insurance carrier to facilitate, together with Garnett-Powers and insurance companies, to resolve billing, approval, and/or enrollment issues.

Tami Schmittgen
Postdoctoral Scholar Benefits Coordinator
3101 Student Affair & Administrative Services Building (SAASB)
Phone: (805) 893-4263
Email: tami.schmittgen@hr.ucsb.edu

Garnett-Powers and Associates
Postdoctoral Scholars Benefit Plan (PSBP)
Administrator
Phone: 1-800-254-1758
Email: psbp@garnett-powers.com
**Office of Equal Opportunity & Sexual Harassment / Title IX Compliance**

(OEOSH/TC) provides recruitment and retention assistance to departments under the University’s affirmative action plan, and assists campus community to eliminate and avoid unlawful discrimination and harassment, and provides education and training on diversity and non-discrimination compliance issues including sexual harassment prevention.

Lia Cabello  
Equal Opportunity Analyst  
3217A Phelps Hall  
Phone: (805) 893-3294  
Email: lia.cabello@oeosh.ucsb.edu

Ricardo Alcaíno  
Director  
3217A Phelps Hall  
Phone: (805) 893-2701  
Email: ricardo.alcaíno@oeosh.ucsb.edu

**Office of International Students and Scholars**

OISS works with the employing departments to obtain the immigration (and sometimes Department of Labor) authorizations necessary to employ international postdoctoral scholars, researchers, lecturers, and other international faculty and staff.

Martha Ledesma  
J-1 Scholar Specialist  
3130 Student Resource Building (SRB)  
Phone: (805) 893-2211  
Email: martha.ledesma@sa.ucsb.edu

Kayleen McDonald  
Employment-Based Visa Specialist  
3130 Student Resource Building (SRB)  
Phone: (805) 893-2097  
Email: Kayleen.mcdonald@sa.ucsb.edu

**Office of Research**

The Office of Research helps the university community secure support for their research and creative activities. They work with all academic units to promote research throughout the university, and have special responsibility for research done collaboratively across disciplines, departments, and schools.

Contact your Sponsored Projects Team for questions regarding requests for pre-award spending, requests for advanced spending, and re-budgeting of funds. For questions related directly to the postdoc contract, contact Cora Diaz, Associate Director at diaz@research.ucsb.edu.

Contact: [Sponsored Projects Team](mailto:sponsoredprojects@research.ucsb.edu)