



# 2025

welcome  
guide

UC Berkeley  
Physics Department  
Staff and Faculty

## Table of Contents

<b>I. ACTIONS TO TAKE IN YOUR FIRST WEEK</b>	<b>5</b>
Meet with HR to Sign Your New Hire Paperwork	5
Employee ID and Cal 1 Identification Card	5
Create Your CalNet ID and Passphrase	5
Set Up Your UC Berkeley Email (bMail) and Calendar (bCal) Account	5
Enroll in Welfare Benefits* and Configure Your Paycheck Options in UC Path	6
Background Check	6
Time and Leave Reporting	6
<i>Add Contact Information to Campus Directory and Physics Directory</i>	6
<i>Campus Directory</i>	6
<i>Physics Directory</i>	6
<b>II. ACTIONS TO TAKE YOUR FIRST WEEK/MONTH</b>	<b>7</b>
Schedule Meeting with Director of Administration	7
Complete Mandatory Trainings	7
<i>Physics Required Training</i>	7
Get Access to Physics Space	7
Get Computer Access, Resources, Equipment, and Support	8
<i>System Access Request Application (SARA)</i>	8
<i>Wireless Internet</i>	8
<i>Wired (Ethernet) Network Connection</i>	8
<i>Computer Support</i>	9
<i>Ordering Equipment</i>	9
<i>BearBuy</i>	9
<i>Reimbursement: Report Expenses</i>	11
<i>Cybersecurity and Telecommuting</i>	12
<i>Securing your Devices</i>	12
<i>Set Up Phone Line</i>	12
<i>E-Mail Listserv</i>	13
<i>G Suite for Education</i>	14
<i>Zoom</i>	14
<i>Berkeley Box</i>	14
<i>Slack</i>	15
<i>WarnMe/ Nixle Emergency Alert Service</i>	13
Make Parking & Transportation Arrangements	15
<i>Bear Transit</i>	15
<i>Employee Parking Permits</i>	15
<i>AC Transit</i>	16
<i>Bay Area Rapid Transit (BART)</i>	16
Review Campus Mail Policy and Guidelines	16
Become Familiar with Front Office Machines	16
Become Familiar with Conference/ Meeting Rooms	17
Schedule Campus Orientation and Tour	18
<b>For New Faculty Members</b>	<b>18</b>
Startup Funds	18

Teaching .....	18
<i>Set Up bCourses</i> .....	18
<i>Academic Calendar</i> .....	18
<i>Center for Teaching and Learning</i> .....	19
<i>Teaching Remotely</i> .....	19
<i>Campus Remote Instruction Guide</i> .....	19
<i>Teach Live or Pre-Record Your Presentation</i> .....	19
<i>Equipment for Teaching</i> .....	19
<i>Lecture Demonstrations for Physics 5, 7, 8, 10 or 21</i> .....	20
<i>Lab Schedule for Physics 7 and 8</i> .....	20
<i>Classroom Changes and Other Room Requests</i> .....	20
Research .....	20
<b>III. POLICIES AND PROCEDURES .....</b>	<b>21</b>
Student Privacy and Safety.....	21
Sexual Harassment Prevention and Reporting.....	22
Information Security and Policy .....	22
Disability Accommodations .....	23
Code of Conduct .....	23
Diversity, Equity & Inclusion .....	23
<i>Physics Department Mission Statement</i> .....	23
Department Statement on Harassment and Discrimination .....	24
<b>IV. GENERAL INFORMATION ABOUT CAMPUS.....</b>	<b>24</b>
Glossary: UC and Campus Terms and Acronyms .....	24
Emergency Numbers .....	24
Packages/Stock Room/Purchasing .....	25
Be Well at Work.....	25
<i>Breastfeeding Support Program</i> .....	25
<i>Disability Management</i> .....	26
<i>Employee Assistance</i> .....	26
<i>Ergonomics</i> .....	26
<i>Workshops &amp; Programs</i> .....	26
<i>Inclusive Restrooms</i> .....	27
<b>V. DEPARTMENT CULTURE.....</b>	<b>27</b>
Committees .....	27
Department Seminars.....	28
Annual Department Events (Department Welcome, Cal Day, Holiday Parties) .....	28
Physics News .....	28
Social Media Accounts.....	29
<b>VI. ADDITIONAL RESOURCES.....</b>	<b>29</b>
Building Emergency Plans (BEP) for Birge Hall, Physics North and Campbell Hall .....	29
Birge BEP.....	29
Physics North, Physics South BEP .....	29
Campbell Hall BEP.....	29
Physics Emergency Evacuation Team and Procedures.....	29
Emergency contact list .....	29
Org Chart .....	29

Contact Sheet .....	29
Campus Map.....	29
<b>VII. ADDITIONAL RESOURCES FOR NEW FACULTY.....</b>	<b>29</b>
<i>Office for Faculty Equity (OFEW)</i> .....	30
<i>General Academic HR Related Questions</i> .....	30
<i>Hiring Postdocs, Visiting Scholars / Student Researchers &amp; Volunteers</i> .....	30
<b>VIII. THINGS TO DO IN BERKELEY .....</b>	<b>30</b>
Perks .....	30
Watch a Game @ Cal Athletics.....	30
Experiences the Arts with Cal Performances.....	30
Visit Berkeley Attractions .....	30
<i>Campanile</i> .....	31
<i>Botanical Gardens</i> .....	31
<i>The Lawrence Hall of Science</i> .....	31
<i>Hearst Museum of Anthropology</i> .....	31
<i>Berkeley Art Museum and Pacific Film Achieve (BAMPFA)</i> .....	31
Take a WorkFit Class.....	31
Eat at One of Berkeley's Beloved Restaurants .....	31

# Welcome to the Physics Department at Berkeley!

The Physics Department is home to faculty who are devoted to scientific discovery and the teaching of future physicists and students, both undergrad and grad, who come to learn and participate in cutting-edge research. The department has the full spectrum of scientists and has growing programs in: biophysics, quantum physics, atomic physics and quantum technologies.

Our mission is to expand the frontiers of fundamental physics research, to educate the next generation of scientific and educational leaders, and to produce an impact on the community commensurate with the distinguished history and tradition of Physics at Berkeley. We bring together diverse and excellent faculty, students, staff and researchers with a universal dedication to upholding the highest standards of scholarship, teaching, and service.

Welcome to the team!

## I. ACTIONS TO TAKE IN YOUR FIRST WEEK

### Meet with HR to Sign Your New Hire Paperwork

Set up a time to meet with your ERSO HR Contact: [ersoherits@erso.berkeley.edu](mailto:ersoherits@erso.berkeley.edu). They will inform you of the document requirements necessary to activate your Employee ID.

### Employee ID and Cal 1 Identification Card

After you complete your employment paperwork, you will receive an email from [newhire@berkeley.edu](mailto:newhire@berkeley.edu) with your Employee ID (EID) number and activation instructions. EID is necessary before obtaining your Cal ID card or access to your employee accounts. After you get access to your EID, visit the Cal 1 Card office, located at 180 Cesar Chavez Center, Lower Sproul Plaza. Monday — Friday, 9:00 a.m. - 4:30 p.m. At the Cal 1 Card office you will be asked to provide your EID and present a government-issued ID (e.g., driver's license or passport). More information can be found here: <https://cal1card.berkeley.edu/get-a-cal-1-card/>

### Create Your CalNet ID and Passphrase

Your CalNet ID and your passphrase together allow you to sign in to campus systems which is called “CalNet Authenticating”. They play a vital role in your online identity; to create your CalNet ID, visit: <https://calnet.berkeley.edu/activate/employee> and enter your Employee ID number. You will also need the email address you provided on your Berkeley Regional Services HR Contact.

### Set Up Your UC Berkeley Email (bMail) and Calendar (bCal) Account

Campus Shared Services IT can assist with configuring all of your most important applications (Google mail, calendar, drive, etc.); contact them at: 664-9000, option 1; [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu); or create a ticket. To do it yourself:

- Go to: <https://bconnected.berkeley.edu/>, select “Accounts,” click on “Create Accounts,” then “Google Account.”
- Log in with your CalNet ID and passphrase. Follow the provided instructions to complete your set up.
- Go to: <http://bmail.berkeley.edu> to log in to your new email account or <http://bcal.berkeley.edu> to log in to your new calendar account (you can also navigate to one from the other).
- See also G-Suite for Education on Page 9 of this handbook.

## Enroll in Welfare Benefits\* and Configure Your Paycheck Options in UC Path

Log into UC Path, the centralized portal for all your employee transactions. You will need to authenticate with your Calnet ID. If you need assistance, contact your BRS HR contact. <https://ucpath.universityofcalifornia.edu/home>

(Utilize the menu on the left. Select “Employee Actions”)

\* Welfare benefits must be selected within the first 30 days of your official date of hire.

## Background Check

Many staff positions on campus require a background check to be performed, either before your first day or shortly thereafter. This is to protect the campus community and its assets by ensuring that individuals assigned to certain campus positions have no history of criminal behavior relevant to their employment.

If your position requires a background check, your supervisor will provide you with the documents that you will need to have with you for your appointment. To schedule an appointment online, visit <http://ucpdfingerprinting.setmore.com>. Procedures and policies for background checks can be found here: <https://ucpd.berkeley.edu/services/background-check-fingerprinting>

## Time and Leave Reporting

Caltime is Berkeley’s timekeeping system. Explore the website at [caltime.berkeley.edu](http://caltime.berkeley.edu) to learn more about how to log in and about how time is reported. Exempt staff only report leaves, such as vacation and sick leave, on a monthly basis. Non-exempt employees report time worked on a bi-weekly basis. Faculty do not report time, but may have staff reporting to them, so will need to become familiar with Caltime to be able to approve their hours.

## Add Contact Information to Campus Directory and Physics Directory

### Campus Directory

This is required to use certain campus systems.

- Go to: <https://calnet.berkeley.edu/directory/update/> and click on “Authenticate.”
- Log in with your CalNet ID and passphrase and edit your information.

### Physics Directory

Update or add yourself to the Physics Directory on our website. Directory Webpage is linked here:

<https://physics.berkeley.edu/directory>

- Fill out the form here with information you want published on our website:  
[https://docs.google.com/forms/d/1TzMG\\_9zJFzMhh05YEiBXw8RQrk-0PGIWMQGA1OkHrIk/edit](https://docs.google.com/forms/d/1TzMG_9zJFzMhh05YEiBXw8RQrk-0PGIWMQGA1OkHrIk/edit)
- Entries will be processed as they are entered.

## II. ACTIONS TO TAKE YOUR FIRST WEEK/MONTH

### Schedule Meeting with Director of Administration

To get oriented to the department, contact the Director of Administration, Roia Ferrazares, [roia@berkeley.edu](mailto:roia@berkeley.edu) in your first weeks.

### Complete Mandatory Trainings

All staff and faculty are required to take UC Sexual Violence and Sexual Harassment Prevention Training, Complete Cyber Security Awareness Training, Ethics Briefing for New Employees, and EHS 207 COVID Safety. To enroll in a New Employee Orientation session, go to the UC Learning Center (<http://hrweb.berkeley.edu/learning/online-learning>).

Additionally, new faculty who handle student records should take the FERPA training:

<https://registrar.berkeley.edu/academic-policies-procedures/ferpa>. Please contact your BRS HR contact if you have any questions regarding any of the required trainings.

### Physics Required Training

- **BEP (Building Emergency Plan)** quiz should be taken after reading the Building Emergency Plans for the applicable building you are requesting access for [Birge](#), [Physics North/South](#) or [Campbell](#). These plans are located under additional resources at the end of this guide.
- **EHS WPS (Work Place Safety Program)** can be taken through the UC Learning Center ([LINK to training](#)). This is also known as EHS 502 and formerly IIPP (Illness and Injury Prevention Program). It can also be searched through the UC Learning Center. When you have completed this training, take a screenshot of the screen which confirms this. If you have issues completing this training please email EHS for help ([ehstrain@berkeley.edu](mailto:ehstrain@berkeley.edu)). This site and training are administered by EH&S and not Physics. [This document](#) is the department supplement to the EHS Work Place Safety Program.
- **Computer Health Matters** is an online ergonomics training that is required by Staff, Faculty, Postdocs and Physics' paid research staff. You can access the training through the UC Learning Center or through this [link](#).
- If you are a Grad student researcher, instructor or GSI working in a teaching lab you must also complete the EHS101 Lab Safety Fundamentals Training. (link is below under Lab and Office Access header)

See a summary of all required trainings on [this one-pager located in the Faculty Shared Resources folder in Box](#)

### Get Access to Physics Space

To establish access to Physics spaces, individuals **ARE REQUIRED** to have a Cal ID card. No exceptions. All access documents and general questions must be emailed to [Physics-Support@lists.berkeley.edu](mailto:Physics-Support@lists.berkeley.edu). The list of documentation needed is listed on our Physics Department website here: <https://physics.berkeley.edu/administration/building-services/facilities-access>. After emailing your access request documents, you must make an appointment on the [access calendar](#). No drop ins will be accommodated. You must bring your Cal ID card with you to your appointment.

[Access Request Form](#), must be signed by PI, Manager, or PI Administrator

Schedule an appointment: [Access Appointments](#)

Access Control Hours: by appointment

For General questions on access, please email [physics-support@lists.berkeley.edu](mailto:physics-support@lists.berkeley.edu).

## Get Computer Access, Resources, Equipment, and Support

Computers are provided to staff, and senate faculty normally have research funds from which they draw support for computer purchases. All other titles are expected to use a personal laptop or computer if one is needed.

### System Access Request Application (SARA)

The System Access Request Application (SARA) allows faculty and staff to request access to several different campus enterprise systems including Berkeley Financial Systems (BFS), the Berkeley Integrated Budget and Staffing System (BIBS), BearBuy (Supply Chain Management), Campus Deposit System (CDS), Payroll, Travel and Entertainment, CalAnswers HR Reporting, and UCPath. Of note, various appointment titles allow for varying levels of access to certain systems.

Visit the Berkeley Information Technology page to learn how to request access for yourself or your employee:

<https://technology.berkeley.edu/services/accounts-and-access-enterprise-applications/sara-enterprise-system-access-request>

### Wireless Internet

If you work from a laptop, wireless internet choices are dependent on whether or not you have created your CalNet ID and passphrase.

If you have not created your CalNet ID, **CalVisitor** provides a basic level of Wi-Fi with no passphrase required. To access, select CalVisitor as your Wi-Fi network. **Eduroam** is the primary Wi-Fi service for access to the campus network (be sure to drop Airbears or other options in your list). It provides access to all students, faculty, and staff. Longer-term visitors can obtain a [CalNet Guest Account](#) which allows them to use Eduroam. [Follow these steps to get your Wi-Fi key/password](#).

If you have created your CalNet ID, the campus Wi-Fi system is **Eduroam**. To set up your initial connection to Eduroam:

- [Use your CalNet ID to log into the Wi-Fi key website](#)(link is external).
- Select "Create New Guest Account."
- Enter your User ID into the Your User ID field, it must match the ID listed above it.
- Leave Account Activation option set to "Now" then click "Create."
- The next screen will show you an automatically generated password for use with eduroam.
- Choose "eduroam" from the Wi-Fi network options on your device, enter username ([YourCalNetID@berkeley.edu\(link sends e-mail\)](#)) and your password.
- Once you have done this the first time, your device should automatically use eduroam whenever you are within an area where it is provided.

### Wired (Ethernet) Network Connection

Wired ethernet connections are faster and more reliable than wifi, and most of the rooms have at least one active ethernet port, as do many classrooms. To take advantage of a wired connection, you must: you work from a laptop, wireless internet choices are dependent on whether or not you have created your CalNet ID and passphrase.

1. Have access to an active ethernet port in your room.
  - Staff and Faculty offices should have one active cable already. For other rooms in Physics or Birge, you can [search the database\(link is external\)](#). Choose 'Cables' from the left menu, then search by building name and room or by cable name (the label printed on the wall port) . You will need a port with 'Active' cable status and a name that ends with '-D', '-D1', or '-D2' (never with '-V1', which is for telephone voice service).
  - For classrooms, find yours in ETS's [classroom info database\(link is external\)](#). Under 'Network information' look for 'Wired Ethernet Port - DHCP' to indicate that the room has an active ethernet port.



2. Have an ethernet port on your computer.
  - Many laptops do not have a built-in ethernet port. These require a USB, USB-C or Thunderbolt adapter that includes an ethernet port. The [IT equipment catalog\(link is external\)](#) usually has a number of options to choose from.
  - Some external monitors include an ethernet port, and you can connect to these via Thunderbolt or USB-C.
3. Have an ethernet cable.
4. Register the ethernet port on your computer for the DHCP service, which provides an IP address.
  - First, determine your [ethernet port's MAC address\(link is external\)](#) (also known as the physical address, ethernet address, or hardware address). If your ethernet port is part of an external adapter, make sure it is plugged into your computer before finding this address.
  - Then log in to [socreg to register the MAC address.\(link is external\)](#) Click "My Assets" from the left sidebar, then the "New Device" button from the "My Devices" section. Enter the MAC address you found in the previous step. Enter a short description of your computer under "Device Name", or for an external adapter, a description of the adapter. This description should be specific enough to help you distinguish the device from any other devices you may have already registered or will register in the future.
5. Configure your computer to use DHCP. Normally automatic DHCP is the default setting, and if you haven't changed your computer's ethernet port settings, then there is nothing you need to do for this step.
6. Connect the wires. Plug the ethernet cable into the active port you identified in the first step (normally ends with '-D', '-D1', or '-D2', never '-V1') and into your computer's ethernet port. If you are using an external ethernet adapter, make sure it is also plugged into your computer.

## Computer Support

The Physics Department relies on computer support provided by Campus Shared Services. For help with computer problems or installing new software, contact the Campus Shared Support (CSS) IT support team in one of the following ways:

- By phone: 664-9000, option #1
- By email: [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)
- On the web: submit an incident ticket at the following link: [https://berkeley.service-now.com/ess/create\\_incident](https://berkeley.service-now.com/ess/create_incident)

## Ordering Equipment

If you need to order new equipment, IT Client Services will handle your order from start to finish. Using this page: <https://technology.berkeley.edu/services/support-and-training-device-support/computer-hardware-purchasing>, you can view the latest equipment recommendations and delivery dates --- of note, there is currently a 60-90 days delay in ordering Dell computers.

Get started:

Browse the [IT Equipment Catalog](#) to select the equipment you would like to order

Complete the [approval form](#)

Submit a [Service Now ticket](#) and attach the approval form

## BearBuy

BearBuy is the campus purchasing portal. Please review the instructions below in order to purchase items for your office or lab.

## Access

You can access BearBuy via the UCB [blu portal](#). You'll need to enter your CalNet ID and password. If you are not on campus, you might need to connect via VPN; more info is here: <https://security.berkeley.edu/services/bsecure/bsecure-remote-access-vpn>.

## Profile

Once you have access to BearBuy, you'll need to set up your profile. You can do this on the BearBuy Home page by clicking the "head" image in the upper right corner:

1. Your "Org Node" should be "PHYSI". This is under Default User Settings/Custom Field and Accounting Code Defaults/Codes.
2. Make sure the "Ship To" info is filled in. This is under Default User Settings/Default Addresses/Ship To. "Ship To" should be:

Physics North and South  
RM 151  
Berkeley, CA 94720  
United States

3. Make sure the "Bill To" info is filled in. This is under Default User Settings/Default Addresses/Bill To. Click on "Disbursements" and it will automatically load the campus billing address. Remember to save. In case it doesn't populate, this is the billing info:

For inquiries: [disburse@berkeley.edu](mailto:disburse@berkeley.edu)

See instructions to e-mail invoices as attachments at:

<http://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors>

Accounts Payable  
University of California, Berkeley  
1608 Fourth Street, Suite 201  
Berkeley, CA 94710-1101  
United States

## Purchasing

The complete BearBuy User Reference guide is linked here,

[https://supplychain.berkeley.edu/sites/default/files/user\\_guide\\_shopper\\_universal\\_103114.pdf](https://supplychain.berkeley.edu/sites/default/files/user_guide_shopper_universal_103114.pdf), the most common purchasing process are summarized below. You can also visit our webpage:

<https://physics.berkeley.edu/administration/finance-business-services/purchasing> which further outlines the processes.

## Punch-Outs

The University has contracted prices for specific items with a number of vendors. On the BearBuy homepage you'll see links to vendors for different types of items, including computers, electronics, office supplies, and research/lab supplies. Clicking on these links will take you to a "punchout," a link to the vendor's webpage that is still connected to BearBuy. You can add items to your cart and then return to BearBuy. If you can find your item via a punchout, you don't need to get a quote from the vendor.

## Non-Catalog Form

For more specialized items, you will need to get a quote from the vendor and then submit it using the Non-Catalog form.

- Select the Non-Catalog form. It will open in a new window.

- Search for the Supplier (If the Supplier is not listed in the UC vendor list, we will need to add them or place the order via credit card by entering "BluCard Tracking" in the vendor field.)
- Fill in supplier contact info
- Select purchase description and data security level (probably N/A)
- Fill in Item Information, Quantity, Packaging Info, and Price. You can add additional info as well, but these are the fields that are required.
- Attach the quote as an External Attachment.
- Enter funding information
- Submit

NOTE: There are additional requirements for purchases over \$5,000. Please work with finance team ([physi-finance@lists.berkeley.edu](mailto:physi-finance@lists.berkeley.edu)) in setting up a purchase that large.

### Service Order Request

Use this form if you are getting something repaired. You will also need to obtain a certificate of insurance from the company doing the repair. Always complete this request before ANY repair work is started (free testing or diagnosis is OK).

### Other forms

Frequently Used Forms are listed at the top of the BearBuy homepage, but those aren't the only forms available. Click on the small "forms" link above the Frequently Used Forms, and you will see a list of all available forms.

### Reimbursement: Report Expenses

If a university employee or student paid out-of-pocket for costs associated with a business purpose, a record of the expense(s) and a request for reimbursement must be submitted within **45 days** after the end date of the purchase, meeting, travel, or event. Step-by-step instructions and further resources can be found on our webpage: <https://physics.berkeley.edu/administration/finance-business-services/reimbursements>. The reimbursement processes are summarized below.

The online [Travel and Entertainment Reimbursement system](#) is a web-based application used for travel, entertainment, and OTHER expense reporting and reimbursement requests. Reports are input into the system by employees which includes staff, faculty, postdocs, graduate students, and undergraduate students\*\*. If reimbursement is needed for a guest or visitor, contact [physi-finance@lists.berkeley.edu](mailto:physi-finance@lists.berkeley.edu) and [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) to register them into the system.

To access the reimbursement system <https://reimburse.berkeley.edu/>, you will need to enter your CalNet ID and password. If you are not on campus, you might need to connect via VPN; more info is here: <https://security.berkeley.edu/services/bsecure/bsecure-remote-access-vpn>.

*\*\*Once entered, Undergraduate students will need to notify [physi-finance@lists.berkeley.edu](mailto:physi-finance@lists.berkeley.edu) to approve a reimbursement report.*

### Travel Expenditures

After every University paid business or research trip, you must file an expense report to document the business purpose of the trip and the full amount of the cost. The expense report often includes a request for reimbursement.

Keep detailed records and receipts of all transactions and use electronic payment whenever possible; copies of your receipts need to be included in your expense report. If unable to obtain a receipt, you may be asked to provide a credit card statement of the transaction. See the [Documentation and Receipts page](#) for more information about what receipts and back-up records you'll need to submit.

Key points of the Travel Policy can be found here: <https://travel.berkeley.edu/policy-and-guidelines/key-points-travel-policy>

### ***Entertainment Expenditures***

At UC Berkeley, "entertainment" means expenditures for food, beverages, meals, or light refreshments, and includes related services (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures) incurred in connection with events that are primarily social or recreational activities in support of the University's mission.

**All entertainment related reimbursements or purchases must have a completed and signed reimbursement form which can be found here:**

<https://www.erso.berkeley.edu/web/sites/default/documents/ERSO%20ENT%20Reimbursement%20Payment%20form.pdf>

More information about the entertainment policy can be found here: <https://controller.berkeley.edu/financial-operations/entertainment/understand-policy>

### ***OTHER Expenditures***

Other Expenditures are defined as other types of expenses not related to travel or entertainment. This includes but is not limited to:

- Lab/office/general supplies
- Journal subscription/membership
- Moving/relocating
- Training
- Conference registration (if not being included in a travel report)
- Software/computer supplies
- Books

More information about submitting an OTHER reimbursement can be found here:

[https://controller.berkeley.edu/sites/default/files/submitting\\_a\\_reimbursement\\_for\\_other\\_expenses\\_2019-09-23.pdf](https://controller.berkeley.edu/sites/default/files/submitting_a_reimbursement_for_other_expenses_2019-09-23.pdf)

### ***Cybersecurity and Telecommuting***

Visit the UC Berkeley Information Security Office to learn more about best practices while telecommuting and cybersecurity awareness. This page provides cybersecurity resources relating to telecommuting, including information on email/phone scams, securing Zoom, Virtual Private Network (VPN), and more:

<https://security.berkeley.edu/resources/cybersecurity-and-covid-19>

### ***Securing your Devices***

If you have a personally-managed Windows, Mac, IOS or Android device that needs to comply with [MSSND](#) requirements, follow these step-by-step instructions below for how to configure your device to meet campus policy:

<https://security.berkeley.edu/education-awareness/mssnd-how-secure-devices>

### ***Set Up Phone Line***

#### ***Avaya Workplace***

Avaya Workplace is a service that allows you to make or take calls on your campus phone number from your computer or smartphone. Audio works through speakers and microphone on your device (headsets / earbuds also work). This service cannot be used to make 911 calls, and local landlines or cell phones should be used instead both on and off campus.

Submit a [Service Request](#) to add Avaya Workplace to your PBX digital line.

### ***Voicemail***

If you have a campus phone installed, Cal Voicemail must be setup before you can begin listening to any new voicemails.

Visit: <https://telecom.berkeley.edu/calvoicemail>

*Tip: To call outside the University, dial "9" first; when calling within, only the last 5 digits are needed.*

- Dial 3-5530 and enter your 7-digit extension.
- Enter the default Security Code\* (your 7-digit phone number).
- Enter a new Security Code, then re-enter to confirm.
- Record your name and personal greeting.

\*Note: If your 7-digit phone number does not work when entered, contact Voice Repair at 510-642-8500 (1, 1) for assistance.

#### **To access Cal Voicemail remotely:**

- Dial 643-5530 externally or 3-5530 from any campus phone.
- Enter your 7-digit phone number.
- Enter your Security Code.

### **E-Mail Listserv**

Contact [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) with your UC Berkeley email and your affiliation with the Department so you can be added to the appropriate email list. Via the listserv, you will receive e-mails from the Department Chair, Staff, and Faculty. E-mail is the main source of communication and receiving documents. It is used heavily for official department business.

### **Emergency Preparedness (WarnMe/ Nixle Emergency Alert Service)**

Check out these links:

- [Familiarize yourself with the various types of emergencies that could affect our campus.](#)
- [Develop a personal preparedness plan, go bag, and emergency kit.](#)
- Ensure you are [signed up for WarnMe emergency alerts](#). WarnMe/Nixle is Berkeley's emergency notification system; it's activated to send alerts when there is an immediate threat to the health and safety of the campus community.
  - Go to: <https://warnme.berkeley.edu>
  - On the right side, click "Faculty, Staff and Other Affiliates."
  - Log in with your CalNet ID and passphrase.
  - Add your phone number to the Text Message/SMS line and select "1" as your priority.
  - Click "Submit Information."

## Campus Systems

### G Suite for Education

In addition to [email](#) (link is external) and [calendar](#) (link is external) that you have already created, the [G Suite for Education](#) (link is external) also provides an additional cloud-based suite of productivity tools, which include (among others):

- Google Docs
- Google [Drive](#) (online storage)
- Google [Groups](#) (bConnected Lists)
- Google Forms (for creating surveys)
- Google Slides (for slide presentations)
- Google Sheets (for creating spreadsheets)

Collectively, these are known as core apps. These core apps are available to the UC Berkeley community (current students, faculty, staff, and certain affiliates) at no-cost, with no advertisements. These apps are covered under the University of California systemwide contract with Google.

### Zoom

Zoom Licensed/Pro accounts (without add-ons) are available for faculty, staff, and registered students due to instructional resilience coverage, free of direct charge. Click [Sign In](#) to get an account immediately. Licensed/Pro accounts allow unlimited meeting length.

### Berkeley Box

Box is a cloud-based file server which allows users to share individual, group, or departmental files, including documents, photos, research, and more.

Box is a good solution when you:

- Need to manage a collection of files for your department or group, retaining departmental ownership of files
- Want granular control over what each user is allowed to do with the files they have access to
- Would like metadata, tags, and commenting features
- Want to utilize real-time co-authoring in Microsoft Office products
- Need the ability to collaborate with colleagues outside of UC Berkeley
- Check out the Faculty Shared Resources folder for lots of documents that support your role as a faculty member

More information can be found at: <https://bconnected.berkeley.edu/collaboration-services/box>

### Docusign

Contact Roia to be added to the department's administrative cluster which will give you access to department templates. Templates in Docusign include:

- Graduate Advisor Declaration Form
- 299 Syllabus
- GSR Description of Duties Form
- Staff CX Comp Time Agreement
- Staff Flexible Work Agreement (for remote work)
- Worker's Comp Volunteer Registration Form

## Slack

Slack is a messaging platform where additional department related communications are posted. You can join the CalPhysics Slack Channel [here](#).

## BCourses

bCourses is Berkeley's official campus Learning Management System (LMS), using the open-source Canvas platform. This web-based tool provides a resource for instructors and students to enrich the teaching and learning experience. bCourses is integrated with our Academic Integrity, Clickers, CalCentral, Course Capture, SuiteC, and Gradescope services.

## Phoebe

Phoebe is UC Berkeley's online research administration application. You can find information on proposals, awards, subawards, and investigators with Phoebe Search, or work on or approve new proposals with Phoebe Proposal ([click here to sign in](#)).

## APBears

The Academic Personnel Berkeley Evaluation and Review System (APBears) is an online platform used for faculty personnel actions, including merit reviews, promotions, and advancements. It allows faculty to submit materials for scheduled reviews and facilitates the evaluation process. Our Academic Personnel staff will let them faculty members know when they should start uploading information into APBears

## APRecruit

APRecruit is an online application system where all academic positions are posted. It enables faculty to review applications and ensures compliance with fair recruitment practices. You may work in APRecruit if you participate in faculty or lecturer recruitment.

**OATS** (Outside Activities Tracking System) is an online reporting tool for faculty to disclose outside activities as required by **APM 025**. Faculty must report any outside activities completed during the academic year to ensure compliance with university policies. Watch for emails about annual deadlines for reporting on your outside activities or certifying that you had none.

## Make Parking & Transportation Arrangements

Visit UC Berkeley Parking and Transportation website to review your options: <http://pt.berkeley.edu>

## Bear Transit

Bear Transit is UC Berkeley's shuttle system, servicing the campus and vicinity. For information about Bear Transit including routes, hours of operation, and schedule, please visit the Bear Transit website:

<https://pt.berkeley.edu/BearTransit>

## Employee Parking Permits

At UC Berkeley Campus, to be eligible for a parking permit, you must be affiliated with the University. Annual, weekly, and daily parking permits are available for purchase online on the [My P&T](#) site. You may also purchase daily parking permits through the [PayByPhone app](#).

Effective July 1, 2021, most permits will transition to virtual permits, which are paperless and stickerless. Employee carpool permits will continue to be sold online and in-person to allow carpool parking space access.

For information about permit fees, rules, and maps, please visit Berkeley Parking and Transportation website:  
<https://pt.berkeley.edu/parking/employee-parking-permits>

### **AC Transit**

AC Transit bus operates in the East Bay, including the UC Berkeley campus. Detailed information about routes and maps that serve the East Bay is located at the AC Transit website: <http://www.actransit.org/>.

### **Bay Area Rapid Transit (BART)**

Bay Area Rapid Transit (BART) connects the San Francisco Peninsula with Berkeley, Oakland, Fremont, Walnut Creek, Dublin/Pleasanton and other cities in the East Bay. Detailed information about routes and maps that serve the East Bay is located at the BART website: <https://www.bart.gov/>.

## **Review Campus Mail Policy and Guidelines**

The Campus mail system is reserved exclusively for University business. Employees may receive personal shipment(s) through a carrier such as UPS or Federal Express when delivered directly to a department. Outgoing personal mail must be deposited in a US Postal Service mailbox. Campus Mail Services will not pick up or process personal mail left in Campus mail drops.

Faculty, Staff, and Lab Group mailboxes are located in 366 Physics North. Mail is received from USPS, Lawrence Berkeley National Lab (LBL), and campus mail. Mail should be picked up on a regular basis. Postdocs and Graduate Students have mail delivered to the mailboxes located on the 3<sup>rd</sup> floor of Physics North building in the vestibule between Physics North and Birge Hall.

**Department mailing address:**  
**366 Physics North MC #7300**  
**Berkeley, CA 94720-7300**

Refer to the Campus Addressing Guidelines for additional information:  
<http://mailservices.berkeley.edu/incoming/guidelines>

## **Become Familiar with Front Office Machines**

### ***Copy/Fax Machine***

There is a Copy/Fax Machine located in the front office, Physics North 366. This is a general use machine that can be used for scanning/copying/faxing. Print jobs need to be sent while using either Eduroam or a wired connection. Exams and coursework should not be copied (but scanning is allowed) on the front office machine – questions regarding these jobs should be submitted to [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu) for additional clarification. There is also portable scanner that can be borrowed to scan items after hours. This can be checked out in the front office.

### ***Shredding Machine***

There is a shredding machine located in the front office, Physics North 366. All sensitive and confidential materials that need to be recycled should be run through the shredder. It can take about 10 sheets maximum at a time without jamming. Non-confidential shredding bins are also available in Physics North 151 and Physics North 366 to be placed in the large blue bin for disposal for larger removal jobs.



### ***Meeting OWL***

Have a hybrid meeting? The Meeting OWL is an external microphone/speaker/camera that makes hosting hybrid meetings a breeze. This device can be used for department sponsored/related events by faculty, staff, grads, postdocs and student groups. To check availability for your next hybrid meeting, please contact [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) with the date & time you would need the device along with your affiliation with the department.

### ***Projector & Projector Screen***

Most classrooms and meeting spaces have a projector, but if a projector is not available in an assigned space, the department has a projector and screen available for checkout. To check availability for your class or meeting, please contact [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) with the date & time you would need the device(s) along with your affiliation with the department.

## **Become Familiar with Conference/ Meeting Rooms**

### ***Booking/Reserving Conference Rooms***

All Physics Department rooms are for Physics Department affiliates only. Non-department affiliates should contact the manager of the space directly for reservation requests.

#### **Conference Rooms**

(managed by [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu))

Physics South 324 - capacity 12 ([Subscribe to Calendar VIEW ONLY](#))

Birge 328 - capacity 30 ([Subscribe to Calendar VIEW ONLY](#))

Birge 468 - capacity 30 ([Subscribe to Calendar VIEW ONLY](#))

Physics North 375\*\* - capacity 49 ([Subscribe to Calendar VIEW ONLY](#))

\*\*All requests for Room 375 should be submitted using the [form linked here](#). The request will be routed to the [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) to review/approve the request. An email will follow to collect more information or to confirm the reservation.

All after hours requests (after 5pm or on weekends/campus holidays), for Physics South 324, Birge 328, and Birge 468, should use the [form linked here](#) to submit their request. Select the box for "After Hours" so it can be routed to our facilities team for additional approval. An email will follow to collect more information or to confirm the reservation.

You can subscribe to the calendars to view availability prior to submitting a request. Requests can be submitted to the staff or faculty sponsor to enter the reservation. If you don't have a staff/faculty sponsor, please send your request to [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu). When submitting a request to [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu), please include the date, start and end time, name of meeting, number of expected attendees.

Food and beverages are allowed in these spaces, but must be disposed of in appropriate bins after the scheduled meeting.

For room reservations relating to teaching, including but not limited to courses, office hours, tutoring, exams, DSP exams, review sessions, etc. should reach out to Physics Student Services at [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

### ***Kitchen***

The kitchen is accessible by key from the main door, or with a code through room 375. Inside there are two refrigerators. The one on the left is the staff fridge, the one on the right is for the development team to store drinks and food for events. The microwave and toaster oven are available for staff and faculty to use. Please be sure that the sink does not have dirty dishes in it. For access, please contact Roia Ferrazares, [roia@berkeley.edu](mailto:roia@berkeley.edu)

## Schedule Campus Orientation and Tour

New Employee Reception and Orientation (NERO) is held roughly every other month. We encourage new employees soon after being hired. New employees will get an overview of resources available to staff, campus history, and an opportunity to connect with other newly hired colleagues. More information can be found here:

<https://hr.berkeley.edu/development/learning/new-employee-orientation>.

For new affiliates, including new Postdocs, visiting Scholars, and visiting student researchers, to Postdocs, VSPA offers a New Affiliate Orientation where you will learn about campus resources, health and retirement benefits, connect with your peers, and have an opportunity to ask questions. More information can be found here:

<https://vspa.berkeley.edu/vspa-new-affiliate-orientation>.

There are free guided walking tours of the campus for individuals and families. For more information and to reserve a space, visit <https://visit.berkeley.edu/campus-visits/free-guided-walking-tours>

For a remote tour experience, click [here](#).

## For New Faculty Members

### Startup Funds

Startup packages typically span five years and funds should be consumed within that time. Director of Administration, Roia Ferrazares, is normally the one to walk you through your start-up agreement in your first weeks at Berkeley. To request the use of startup funds, contact the Physics Finance Manager.

- Research funds: these funds may be used for any valid research expense, including funding a research scientist, equipment, supplies, travel, up to 3 months summer salary and benefits each year, graduate student or post-doctoral support or tuition, or administrative assistance.
- Grad Student Support funds: these funds are restricted to the support of students and the student(s) to be supported must be identified before requesting these funds.
- Faculty Recruitment Allowance: this may be taken at any point but is subject to repayment (pro-rated) if employment ends within the initial five-year period.
- Other funds: if you received funding not described above, contact the Physics Finance Manager for details on the use of these funds.

### Teaching

Contact Student Services ([physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu)) to get set up to teach and to answer any questions. You can expect to receive an Instructor Guide which serves as a guide for continuing and new instructors (Faculty and Lecturers) and Head GSIs. It covers the basics of course logistics and policies. It will be sent to you before the start of the Fall Semester.

### Set Up bCourses

You will be able to set up your bCourses site once your hiring paperwork and process is complete. Get started by visiting: <http://bcourses.berkeley.edu>.

### Academic Calendar

The academic calendar for fall and spring semester, as well as summer sessions, listing critical dates and the Religious Creed policy, can be found at: <https://guide.berkeley.edu/academic-calendar/>

## Center for Teaching and Learning

The Center for Teaching and Learning (CTL) promotes teaching and learning at Berkeley by providing consultation and program facilitation on all aspects of teaching, as well as administration of teaching-related awards, fellowships, and grants. CTL provides support for the Committee on Teaching of the Berkeley Division of the Academic Senate, the Colleges and Schools, as well as academic partners across the campus that supports the mission. To learn more, visit: <http://teaching.berkeley.edu/> and <http://teaching.berkeley.edu/resources/new-campus>. For information on policies and procedures related to **graduate education**, visit: <http://graddashboard.berkeley.edu/>

## Teaching Remotely

During events that disrupt ordinary instruction, there is a growing need to find other times and ways to deliver instruction, engage with your students, and keep your class moving along. Remote teaching technology can play a role, and we can help: Here you will find a few recommended options and instructions, and we encourage you to reach out to our Instructional Support Team led by Amin Jazaeri if you would like some hands-on training.

## Campus Remote Instruction Guide

While most instruction is expected to resume in-person, some classes may continue to be delivered remotely. A Remote Instruction Guide has been developed specifically for UC Berkeley instructors and GSIs and serves as a resource on how to use your bCourses site as your virtual classroom, develop asynchronous instructional materials, foster student-to-student interaction, and reimagine assignments and exams for a remote format. This campus guide is provided in bCourses as a self-enrollment course and is available on the Research, Teaching and Learning website: <https://rtl.berkeley.edu/get-started>

Campus has also shared the [Report from the Fall 2020 Instructional Planning and Policy Task Force](#), which is now posted on the Academic Senate website. This report includes guidance and recommendations which may be useful for instructors engage in remote and hybrid instruction when needed.

## Teach Live or Pre-Record Your Presentation

### *Live Sessions*

Instructors should plan to set up a virtual space in Zoom so that students can tune in synchronously during the planned course time, as reflected on the course schedule. Use Zoom Videoconference webpage, <https://berkeley.zoom.us/> to learn how to create/manage a Zoom meeting room and share the meeting information with students. Please stick to the planned course schedule wherever possible as this provides stability and predictability for students.

### *Recorded Lectures*

In some cases, instructors may be given permission to record their presentation at their own convenience and make it available to students asynchronously. **Kaltura** is a web-based video management platform that allows UC Berkeley instructors, students and staff to upload, edit, manage and share videos and other media. Beginning in July 2020, Kaltura can be accessed from [bCourses](#) Canvas). Recordings from a variety of tools, including [ETS Classroom Course Capture](#), [Zoom](#), and [Kaltura Capture](#) (desktop application) can be saved directly to Kaltura.

## Equipment for Teaching

Equipment you may need for teaching remotely. Please contact our Instructional Support team if you would like to discuss equipment for teaching.

## Lecture Demonstrations for Physics 5, 7, 8, 10 or 21

The physics database of lecture demonstrations and ideas for demonstrations and experiments for your course can be found at: <http://physics.berkeley.edu/resources/instructional-support/lecture-demonstrations>. Contact Roberto Barrueto: [tseero@berkeley.edu](mailto:tseero@berkeley.edu) or James Little at: [j.little@berkeley.edu](mailto:j.little@berkeley.edu) or visit them in 72 Physics North for assistance.

## Lab Schedule for Physics 7 and 8

Our Lab Manager, Terry Buehler, will assist you with the student lab selection and schedule for Physics 7 and 8. Please contact Terry Buehler at: [buehlert@berkeley.edu](mailto:buehlert@berkeley.edu).

## Classroom Changes and Other Room Requests

All scheduling/room requests should go through student services at: [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

**For Reoccurring Classroom Requests** - The deadline to request a larger room, time change, and/or new discussion section for your course is the Friday of the second week of instruction every term. Instructors must submit room requests to Kate Freyermuth: [katefreyermuth@berkeley.edu](mailto:katefreyermuth@berkeley.edu) and located in 376 Physics North, in Student Services as soon as possible, but no later than 11am on the Friday of the second week of instruction. You will receive notification regarding your requests as soon as an assignment is made.

**One-Time Room Lecture/Classroom Requests** - Special event and one-time room requests for a room Monday-Friday between 8am-6pm will not be processed by Central Scheduling during the first four weeks of the semester. On or after the fourth week, please submit one-time room requests by email to [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu). Requests must be submitted at least 3 days (not limited to business days) prior to the day of the event. Central Scheduling will not process exceptions.

NOTE: To insure timely processing of your requests, email: [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

## Research

**Attracting Graduate Students** - As a new faculty member, you will be interested in attracting graduate students to your new group or lab. The PI/grad student matching process is student driven. The department's Graduate Student advisor sends out a survey to faculty and PIs twice a year, at the beginning of each semester, asking whether they have openings for new graduate students. Responses to the survey populates a spreadsheet, and the spreadsheet is shared with grad students

Faculty members can also make an effort to recruit students:

- Faculty members can attend, or send someone, to poster sessions (fall semester in early November - or in spring during grad open house). There they can strike up conversations with first years and share about their own research.
- Faculty members can get actively involved with Open House. Each spring semester, our Grad Student Recruitment Committee hosts an Open House event for incoming students. Faculty get involved to welcome incoming students, and to encourage them to consider their lab or group.
- Faculty members can present on their research in Physics 251, offered in fall semester each year. This 1-unit class is coordinated by a different faculty member each fall semester. Faculty should inquire about presenting on their research for this seminar series.

**Get your Experimental Lab Registered** - Contact Environment, Health, & Safety website to get started:

<https://ehs.berkeley.edu/how-do-i-set-new-lab-0>

- Email [ehs@berkeley.edu](mailto:ehs@berkeley.edu) to have your new lab set up in our database.
- Populate your lab roster with the [Labs @ Berkeley \(L@B\) roster tool](#) and designate at least one Laboratory Safety Contact (LSC). You may specify yourself as the LSC, but it is strongly recommended that you choose an additional lab member as well in case you are unavailable.
- Go into the Laboratory Hazard Assessment Tool ([LHAT](#)) and fill out a hazard assessment.
- Find out what trainings you are required to take.
  - All lab personnel must take EHS 101. You can sign up using the [UC Learning Center](#).
  - [Required Safety and Compliance Training for Researchers](#)

#### *If your lab uses chemicals*

- You and all members of your lab must take spill response and Hazardous Waste Program ([HWP](#)) training. Spill response can be done online through the [UC Learning Center](#). You will be prompted to take the HWP training the first time that you log in.
- Set up chemical inventory.
- Print and post [door signs](#).
- Complete, review, and sign your [chemical hygiene plan](#).
- Generate Standard Operating Procedures (SOPs).
- Make sure that you have a chartstring for requesting waste disposal. Talk to your department's financial coordinator if you are unsure of what this means.
- Fume hoods.

#### *If your lab uses blood-borne pathogens, recombinant DNA, or transgenic animals*

- [Request a Biological Use Authorization](#) (BUA).
- Enroll to take EHS 203: PI Responsibilities using the [UC Learning Center](#).

#### *If your lab works with Radioactive Materials or Radiation-Producing Machines*

- [Request a Radiation Use Authorization](#) (RUA).

#### *If you will be using Lasers or Non-Ionizing Radiation Sources*

- [Submit a Laser Use Registration](#) (LUA).
- Enroll in the class "EHS 301 - Initial Laser Safety" using the [UC Learning Center](#).

#### *If your lab will be doing research using Controlled Substances*

- [Request authorization](#) to use Controlled Substances.
- Get a [background check](#).

#### *If your lab will be doing research using human subjects*

- Contact the Office for the Protection of Human Subjects ([OPHS](#)).

## III. POLICIES AND PROCEDURES

### Student Privacy and Safety

The relationship between staff and students is governed by state and federal law—especially the Federal Family Educational Rights and Privacy Act (FERPA)—and makes life at a university different from life at other workplaces. Please read about FERPA and be mindful of student privacy. Please visit Registrar Office for more information: <http://registrar.berkeley.edu/GeneralInfo/ferpa.html>

The law has many provisions, but here is the University's overall statement on FERPA:

*The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code. It is the purpose of these policies to provide reasonable interpretations of those laws and to protect the student's right of privacy as guaranteed by the Constitution of the State of California. When the law is silent, the campus shall be guided by two principles: (1) the privacy of a student is of great weight, and (2) the information in a student's file should be disclosed to the student on request.*

## **Sexual Harassment Prevention and Reporting**

UC Berkeley is making continuous efforts to prevent sexual harassment and sexual violence on our campus, including revised education requirements for members of the campus. These educational sessions are a critical part of understanding our role in ending harassment and violence. The Physics Department takes its responsibility to protect the safety and well-being of its students seriously.

**New and continuing faculty and staff employees are required to receive sexual harassment and violence awareness and prevention training, including specific information on their obligations to report sexual violence, within 90 days of hire.** You can expect to receive a link to this training from the UCOP learning management system. Your prompt action is expected.

The framework for this training is designed to encourage behavioral change to help reduce violence, to build a culture of trust, and most importantly, to increase the safety for all populations on campus.

The Berkeley campus offers **confidential support or advocacy** for those that have experienced sexual harassment through the [PATH to Care Center](#) at [510 642-1988](tel:5106421988). Berkeley's [survivor support website](#) has valuable information about what constitutes sexual violence and sexual harassment. This [support handout](#) offers a comprehensive view of resources available on campus. We encourage you to familiarize yourself with these services so that you can call upon them if you or anyone you know should need them.

It is important to emphasize that Physics Department instructors and staff are all "Responsible Employees," which means it is our obligation to report to the Title IX office or its designee any allegations of sexual harassment or violence that we learn of. New [University of California system-wide policies](#) regarding the reporting of, and response to, incidents of [sexual harassment, violence, or discrimination](#) pertaining to students, staff, and faculty are designed to increase fairness and transparency. I encourage all our staff and faculty and grad students to remind themselves of this responsibility by reading the FAQ about [UC's Responsible Employee designation and attendant obligations](#).

The University's Tang Center provides general medical care for students, regardless of insurance status. Faculty and staff who have been hurt during the course of their employment may also receive treatment at Tang. If anyone has concerns or questions about the campus policy or procedures to address complaints of sexual harassment and sexual violence, please contact the staff in the Office for the Prevention of Harassment and Discrimination (OPHD) at: [ask\\_ophd@berkeley.edu](mailto:ask_ophd@berkeley.edu) or by calling [510 643-7985](tel:5106437985).

## **Information Security and Policy**

The use of campus electronic resources under University jurisdiction must comply with University of California policies, rules, and regulations, as well as local, state, and federal laws. The University of California Electronic Communications Policy (ECP) governs all electronic communications, whether by the Web or other developing media. The Berkeley Campus Computer Use Policy governs all campus computing and networking activities. Review the computer use policies here: <https://security.berkeley.edu/computer-use-policy>

## Disability Accommodations

A student may inform you that they have a disability-related accommodation for your class. They may provide you with emergency medical information or if they need special arrangements in case the building must be evacuated.

For more information about the Disabled Student Program, visit them online at [dsp.berkeley.edu](http://dsp.berkeley.edu).

## Code of Conduct

The University's Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the UC community to the highest ethical standards in furtherance of the University's mission of teaching, research, and public service. It identifies the University's core ethical values as integrity, excellence, accountability, and respect.

To view it as a PDF: [http://ethics.berkeley.edu/sites/default/files/standards\\_of\\_ethical\\_conduct.pdf](http://ethics.berkeley.edu/sites/default/files/standards_of_ethical_conduct.pdf)

## Diversity, Equity & Inclusion

### Physics Department Mission Statement

Commitment to diversity is central to the Physics Department's mission, and critical for maintaining our leadership status in research and education going forward. Diversity provides the experience and knowledge that is needed to fulfill UC Berkeley's public mission to welcome and serve all segments of California's population, which in turn facilitates better research, better teaching and better public service. Diversity ensures that a wider range of ideas and opinions are contributing to our excellence, and that we welcome and retain the best physics students, faculty, and staff. The Physics Department is committed to inclusive excellence in both the support of the mission of the University of California in educating the diverse population of the state, as well as in preparing our students, faculty and staff to excel in an increasingly diverse global community.

In furthering this mission, all Physics community members are asked to:

1. Be respectful and professional in conduct and speech. Learn the names of your colleagues and address them with their names.
2. Refuse to initiate, participate, or condone discrimination and harassment.
3. Avoid race-based or culturally offensive humor or pranks. When in doubt, leave it outside the workplace and classroom.
4. Never comment on someone else's body. Focus on people's work not on their bodily traits. Do not label people based on these.
5. Do not put emphasis on the age and inexperience of the young in a group of colleagues consisting of people with different ages. Likewise, the young should not act biased towards elders in the workplace or classroom.
6. Use inclusionary language, not exclusionary. While sex defines specific physical or biological features, gender refers to culturally and socially determined roles expected from different people based on their sex. Roles thought to be particular to men and women are often limiting and discriminatory. Avoid sexist idioms, proverbs and expressions in your language.
7. Pay particular attention that resources are distributed evenly and shared in a way that does not give preference to some over others. This might mean that no one person should be allowed to take an inordinate amount of a professor's time if others are waiting, or jump to claim a research opportunity when others should be considered for it as well.
8. Welcome others into our public spaces where appropriate. Do not rely on bias and stereotype to make assumptions about who belongs, or doesn't belong, in our spaces.



9. Learn the pronouns of the people you teach and work with. Some individuals may identify as transgender or queer and would prefer not to be referred to as he or she.

To learn more about what form microaggressions can take, see [this list](#) that is used during E&I trainings.

## Department Statement on Harassment and Discrimination

At UC Berkeley we strive to make all spaces inclusive and welcoming to all members of the Cal community. Faculty, Graduate Student Instructors and all other teaching staff have a particular responsibility in creating learning environments where students bring their full selves into a classroom thus allowing them to stretch to their fullest academic potential.

Creating an inclusive space for transgender and gender expansive students requires instructors to consciously insert new practices into how they manage their classrooms. This tip sheet will hopefully get you started in reducing or eliminating any unintentional exclusionary practices. Please review the resources at the following link on the Equity and Inclusion website: <https://campusclimate.berkeley.edu/students/eice/geneq/resources/publications-media-faqs/resources-classrooms-and-groups>

To achieve its mission, the Physics Department is committed to enforcing the University's policies on nondiscrimination, sexual harassment and sexual violence, sexual misconduct, and appropriate conduct. The Physics Department and the Physics community at UC Berkeley will not tolerate unlawful discrimination or harassment in any form and will work aggressively with campus to provide immediate access to the resources necessary to support individuals who feel they are victims of unlawful harassment and/or discrimination.

## IV. GENERAL INFORMATION ABOUT CAMPUS

### Glossary: UC and Campus Terms and Acronyms

There are tons of campus related useful terms and acronyms that can make navigating processes around campus a challenge. Linked here is a resource that describes the acronyms, terms, and their descriptions:

[https://docs.google.com/spreadsheets/d/1C3PvnI5DE\\_mySp5-zj\\_OX2DRejKMnBTr8OOvLMoMWyU/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1C3PvnI5DE_mySp5-zj_OX2DRejKMnBTr8OOvLMoMWyU/edit?usp=sharing)

### Emergency Numbers

911 from either a campus telephone or a cell phone will always reach emergency services. But, since a cell phone can make it difficult for emergency services to pinpoint your location, consider these alternate numbers, best practice is If you are on campus and there is an emergency \*\*THE NUMBER TO CALL IS UCPD, they will have the fastest response time. All numbers are below.

**UC Berkeley Police Department: 510-642-3333**

**City of Berkeley Police/Fire Departments: 510-981-5911**

*Non-Emergency Numbers:*

University Police: 510-642-6760 (off-hours/weekend)

UC Berkeley Environment, Health and Safety: 510-642-3073

If you are on campus and there is an emergency \*\*THE NUMBER TO CALL IS UCPD, they will have the fastest response time.



## Packages/Stock Room/Purchasing

Our "Procure-to-Pay" system, BearBuy, provides staff, faculty, graduate students with active appointments and other employees with an intuitive, easy to use interface, catalog shopping and electronically-enabled workflows. UC Berkeley staff, faculty, graduate students with active appointments and all other student employees are Shoppers, and must have logged into BearBuy once to obtain access. As a shopper, you can enter requests into BearBuy via a shopping cart and assign your cart to a staff member to submit. Shoppers can edit cart, create multiple carts, unassign carts and re-assign carts. More resources and guides can be found on our [Purchasing webpage](#) and our [Finance and Business services webpage](#).

All goods purchased by the Physics Department Shoppers via BearBuy are delivered to Physics Receiving for processing. The staff in the Receiving department inspects the shipments, reconciles the packing slips against the PO and notifies the recipients via BearBuy that their shipment is ready for pickup. The Physics Receiving and Shipping services are located in Room 151 Physics North.

Domestic, international and freight shipments that we process must be done through Fedex Express. To have your item sent out by us please fill out this [form](#). Before submitting your completed form please validate your SpeedType [here](#). If you do not wish to have your outgoing shipment processed through Fedex you must source your own shipping and process the order through Bearbuy. We don't offer any other services other than Fedex Express for outgoing shipments.

We have Fedex and UPS boxes and envelopes for your use. We also have a limited supply of empty boxes and packing materials. Please check with the Service Desk to see what is available. Users/labs are responsible for packing their own boxes prior to being shipped. We can't take any liability in the event of damage. In the event of damage the requestor (labs/user) must make a claim with Fedex.

Please note that we do not have the capability of shipping hazardous materials, goods or gases. If you wish to ship them please contact EHS' shipping specialist [here](#).

Do not have personal packages sent to 151 Physics North. We are unable to process personal packages per department policy.

If you need help with shipping, receiving or equipment please email [Physics Support Services](#).

## Be Well at Work

Faculty and Staff health programs at UC Berkeley that help employee health and well-being that lead to a more engaged and productive workforce. This is accomplished by providing prevention services addressing wellness, and work/life through a continuum of treatment services from breastfeeding support, disability management, employee assistance, ergonomics, and workshops & programs. Read about each program at the University Health Services website: <https://uhs.berkeley.edu/bewellatwork>

### Breastfeeding Support Program

The Breastfeeding Support Program (BFSP) serves faculty, staff, students, and their spouses/domestic partners, as well as employees at UCOP and LBNL who choose to continue breastfeeding after returning to work or school.

The BFSP program includes:

- Lactation rooms on campus with Ameda hospital-grade breastpumps

- There are several lactation rooms located across campus; we have a lactation room conveniently located within the Physics Department in Birge Hall.
- Personal hygienikit to use with hospital-grade pumps sold at cost
- Breastfeeding classes facilitated by a certified lactation consultant

For more information and register to use any of the BFSP services, please visit:

<https://uhs.berkeley.edu/facstaff/wellness/breastfeeding-support>

## **Disability Management**

Disability Management works to provide confidential consultation to faculty and staff whose disability may impact their ability to work. They provide guidance on topics such as leaves of absence, reasonable accommodation, and the interactive process. They also offer trainings on a variety of workplace disability issues.

Visit their webpage for more information and resources: <https://uhs.berkeley.edu/facstaff/disability-management/about-dms>

## **Employee Assistance**

Employee Assistance provides no-cost confidential counseling and referral for UC Berkeley faculty, staff, visiting scholars, and postdocs. It is also the employee assistance program for the Lawrence Berkeley National Laboratory.

For additional resources, training, and to schedule an appointment visit:

<https://uhs.berkeley.edu/bewellatwork/employee-assistance>

## **Ergonomics**

The Ergonomics Program promotes healthy campus and home work environments through workshops, consultation, and coordination of the campus network of departmental computer workstation evaluators. Our goal is to help fit jobs to people.

For resources including pre-approved ergonomic product catalogs and information for how to apply for the Computer Ergonomics Matching Funds Program, visit the Ergonomics page on the UHS webpage:

<https://uhs.berkeley.edu/bewellatwork/ergonomics>

If an ergonomic evaluation is needed of your new workspace, please reach out to Roia at [roia@berkeley.edu](mailto:roia@berkeley.edu). An evaluator will be assigned to you. Evaluations of home work spaces is possible, but only remotely through Zoom.

## **Workshops & Programs**

Be Well at Work offers a variety of workshops including nutrition and cooking classes, seminars for healthy living, and active workshops. Visit the Wellness calendar for an updated list of the current and past programming:

<https://uhs.berkeley.edu/wellnesscalendar>

## **Staff Organizations and Communities of Practice**

Staff Organizations and Communities of Practice exist on the UC Berkeley campus to offer the opportunity to become more involved in campus life, keep you informed about important issues, and can offer networking, mentorship, leadership, and professional development opportunities.

Identity-Based Staff Organizations are generally based on supporting the interests of historically marginalized groups and Communities of Practice are based on a particular professional interest or skill. You can learn more about the various staff organizations and Communities of Practice on the People & Culture website:

<https://stafforg.berkeley.edu/staff-organizations>. If interested in joining you can subscribe to an email list through Google Groups App using the org name or contacting the group's point of contact.

### **Inclusive Restrooms**

UC Berkeley is engaged in an ongoing process to provide restroom facilities that serve the needs of all members of our community to create an inclusive campus environment. Visit the Berkeley Facilities page for a list and map of existing gender inclusive single-stall and multi-stall restrooms, accessible restrooms, menstrual product dispensers, and changing tables at UC Berkeley: <https://facilities.berkeley.edu/inclusive-restrooms#GIRRTables>

Inclusive restrooms in the Physics Buildings can be found in **Birge Hall**:

Women's Restrooms (Accessible)	123, 323, 523
Men's Restrooms (Accessible)	70, 221, 419
Gender Inclusive Restrooms (Accessible)	Single: 42, 121, 219, 417, 521, B123, B218

### **Menstrual Product Dispenser**

The Menstrual Equity Pilot Program is an initiative to install free menstrual product dispensers in bathrooms all over the UC Berkeley campus. Menstrual Product Dispensers can be found in the Physics Buildings in **Physics North/South**:

Women's Restroom	175B
Men's Restroom	147

## **V. DEPARTMENT CULTURE**

### **Committees**

The department has various committees in which staff, faculty, graduate students, and undergraduates serve during the fall and spring semesters. Lecturers and postdocs can serve on select committees voluntarily. The committees are delegated and assigned by the Chair of the department and assigned in the fall semester. Each committee has a chair and/or co-chair and a staff lead. To learn more about serving on a department committee, contact the [physics\\_chair@berkeley.edu](mailto:physics_chair@berkeley.edu).

### **Awards and Recognition**

Faculty award nominations are managed through the Awards Committee and through the Department Chair. If wanting to inquire about being nominated for a specific award, please contact the [physics\\_chair@berkeley.edu](mailto:physics_chair@berkeley.edu) to inquire about the award.

There are a variety of opportunities on campus to recognize the hard work and contributions of staff. The College of Letters & Science and Central Campus offers several types of Staff Recognition and Support Programs, more information about these programs can be found here: <https://ls.berkeley.edu/staff-recognition>.

## Department Seminars

### *Fall and Spring Colloquium Series*

During the fall and spring semesters, the Physics Department hosts weekly colloquia presented by accomplished scientists from all over the globe. These lectures showcase cutting-edge physics and inspire the broader community to participate in science. These lectures are free and open to the public. All lectures start at 4:15 PM on Mondays, location Physics North Lecture Hall #1. Titles and abstracts are posted on the Physics webpage and includes past lectures. Please see our [Physics Events Calendar](#) for additional information.

### *Fall and Spring 290 Seminars*

During the fall and spring semesters, the “290” seminars are graduate level courses that feature a weekly seminar on physics topics. Some 290 Seminars are closed to students only, but many are open to the public and welcome you to attend. Visit the Physics website [290 Seminars page](#) for additional information.

### *Oppenheimer and Segré Lecture*

The Segré Lecture occurs in the Fall semester and the Oppenheimer Lecture occurs in the Spring semester and highlights trends, discoveries and groundbreaking research. These lectures are held at the I-House and are free and open to the public.

## Annual Department Events (Department Welcome, Cal Day, Holiday Parties)

### *Department Welcome and First Tea*

The Physics Department celebrates the beginning of the fall semester with a Department Welcome presentation given by the Chair of the Department followed by a reception in the courtyard. The event is open to all Physics department affiliates.

### *Cal Day*

Cal Day, our annual admitted student event. New UC Berkeley admitted students and their families will gather on campus to attend events around the campus hosted by staff groups, campus departments, and organizations.

The physics department hosts several events including lab tours, student panels, and tabling, and we ask for volunteers to help support our department during this time.

Cal Day 2026 is scheduled for April 18, 2026.

### *Holiday Parties*

During the month of December, the department organizes holiday parties for staff, faculty, and students. Keep an eye out for information about these parties toward the holidays.

## Physics News

To keep up with these communications, ensure that you are checking your berkeley.edu email address on a regular basis.

### *Physics Annual Magazine*

The Physics Annual Magazine is mailed to alumni, friends of UC Berkeley Physics and highlights the milestones within in the department during the year. The most recent department magazine is located in PDF form on the website:

<https://physics.berkeley.edu/news/2023-berkeley-physics-magazine>

### *Physics Newsletter*

The Physics Newsletter is a monthly newsletter for alumni & friends of UC Berkeley Physics and is sent via email.

### *Physics Community News*

This email newsletter is emailed to all listservs periodically with timely updates on department matters.

### **Social Media Accounts**

Follow our social media accounts to updated department related news and videos of our lectures.

Facebook: <https://www.facebook.com/Physics-at-Berkeley-144100120091/>

Twitter: <https://twitter.com/berkeleyphysics>

Youtube: [https://www.youtube.com/results?search\\_query=berkeley+physics](https://www.youtube.com/results?search_query=berkeley+physics)

## **VI. ADDITIONAL RESOURCES**

### **Building Emergency Plans (BEP) for Birge Hall, Physics North and Campbell Hall**

[Birge BEP](#)

[Physics North, Physics South BEP](#)

[Campbell Hall BEP](#)

[Physics Emergency Evacuation Team and Procedures](#)

[Emergency contact list](#)

[Org Chart](#)

[Contact Sheet](#)

[Campus Map](#)

## **VII. ADDITIONAL RESOURCES FOR NEW FACULTY**

Congratulations on your offer of a ladder-rank faculty position at UC Berkeley! Below are additional links to information to support your transition and success:

- Locating [housing](#), including rental housing, neighborhood profiles, and realtor tours
- Resources for [families](#), including childcare, schools, and eldercare
- Information on [UC benefits\(link is external\)](#)
- Employment support for [partners and spouses](#)
- Information about living and working in the U.S. for [international faculty](#)
- Professional development opportunities through our institutional membership with the [National Center for Faculty Development and Diversity \(NCFDD\)](#)

### Office for Faculty Equity (OFEW)

The Office for Faculty Equity (OFEW) is committed to the full participation in academic careers for all scholars, including individuals who are members of groups that have been historically underrepresented in higher education such as women, ethnic minorities, religious minorities, individuals with disabilities, veterans, lesbian/gay/bisexual/transgender, and others. This office also provides information and advice on a variety of issues important to faculty welfare through advocacy and workshops. Visit their website for more resources: <https://ofew.berkeley.edu/consultation>.

Through the OFEW, faculty members can sign up to meet a campus faculty mentor or attend an event sponsored by the Berkeley Faculty Link Program. Faculty Link is a new pilot program for Berkeley senate faculty. The program is funded by a grant from the UC Office of the President for three semesters (spring 2020 and AY 2020-21). The program's goals are to promote satisfaction, success, and an overall sense of belonging by providing access to information, advising, and networks for all senate faculty members, and especially those from underrepresented or minoritized groups. Drawing from common elements of traditional mentoring programs, faculty professional development workshops, and affinity groups, the program includes two components: regular faculty-led events, and faculty available for one-on-one advising. More information can be found on the OFEW website: <https://ofew.berkeley.edu/welfare/faculty-link>.

### General Academic HR Related Questions

If you are interested in learning more about the faculty merit and promotion cycle, have questions about the tenure process, leaves and benefits or other general HR-related questions, contact the Physics Academic Personnel team for Faculty, [physicsap@berkeley.edu](mailto:physicsap@berkeley.edu).

### Hiring Postdocs, Visiting Scholars / Student Researchers & Volunteers

If you have questions about hiring postdocs, visiting scholars, student Researcher, and volunteers, please contact ERSO Human Resources [ersohips@erso.berkeley.edu](mailto:ersohips@erso.berkeley.edu). For student hiring requests, please contact [ersostudenthiring@erso.berkeley.edu](mailto:ersostudenthiring@erso.berkeley.edu).

## VIII. THINGS TO DO IN BERKELEY

### Perks

Most campus events and museums offer discounts to faculty, staff, and students. Your Cal 1 Card photo ID will make it easier and quicker to get discounts on the events and services. Check the UC Berkeley website for a list of extra 'perks when it comes to being on the UC Berkeley campus: <https://hr.berkeley.edu/compensation-benefits/perks>.

### Watch a Game @ Cal Athletics

Browse events, information, and schedules of the 30 teams in the Cal athletics programs. Discounted tickets may be available. For additional information, please visit the Cal Athletics website: <https://calbears.com/>

### Experiences the Arts with Cal Performances

Cal Performances provides high-quality, professionally produces performing arts experiences. Discounted tickets may be available. For additional information, please visit the Cal Performances website: <https://calperformances.org/>

### Visit Berkeley Attractions

All offer free admission with your Cal 1 Card.

### **Campanile**

A UC Berkeley landmark conveniently located outside the Physics North building. For additional information, please visit their website: <https://campanile.berkeley.edu/> The views from the top of the tower are spectacular and photo-worthy.

### **Botanical Gardens**

The 34-acre UC Botanical Garden is one of the most diverse landscapes in the world, with over 10,000 types of plants including many rare and endangered species. For additional information, please visit their website: <https://botanicalgarden.berkeley.edu/>

### **The Lawrence Hall of Science**

The Lawrence Hall of Science is a public science center that offers hands-on science exhibits, designs curriculum, and offers after school science resources to students of all ages. For additional information, please visit their website: <https://www.lawrencehallofscience.org/>

### **Hearst Museum of Anthropology**

For additional information, please visit their website: <https://hearstmuseum.berkeley.edu/>

### **Berkeley Art Museum and Pacific Film Archive (BAMPFA)**

The Berkeley Art Museum and Pacific Film Archive are a combined art museum, repertory movie theater, and archive. For additional information, please visit their website: <https://bampfa.org/>

## **Take a WorkFit Class**

Take advantage of our WorkFit program, which are free for faculty, staff, and students. They also offer Zoom classes that are free to the public. Choose from over 40 professionally led, convenient classes available both in-person around campus (we even have two classes offered in the Physics Buildings!) and on Zoom. Whether you try Yoga, Simple Strong, or Zumba, you'll find a fun, effective workout with instructors who meet you where you're at in your fitness journey. For class descriptions, schedules, and registration information, please visit the WorkFit website: <https://recsports.berkeley.edu/fitness-wellness/workfit/>

## **Eat at One of Berkeley's Beloved Restaurants**

The list is far too long to include them all but here are a few of our favorites:

### ***Stuffed Inn***

Compact sandwich shop on Euclid with a variety of options. This one comes with the grad student stamp of approval.

### ***Great China***

Serves Northern Chinese fare in a modern atmosphere and offers space for gatherings with friends and family.

### ***Chengdu Style Restaurant***

Classic Chinese dishes in a low-key setting. Our BPIE students highly recommend this spot for lunch.

### ***The Cheeseboard Collective***

A pizzeria, bakery & cheese shop, this spot serves 1 style of veggie pizza per day & limited seats.

### ***U-Cha Boba Shop***

U-Cha boasts a variety of drinks in addition to the classic milk teas and tapioca pearls.