

Department of Ecology and Evolutionary Biology’s “Postdocs’ Guide to Moving to Tucson & Working at the University of Arizona”

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I. BEFORE YOU ARRIVE

A. Getting Hired

Your new faculty mentor/supervisor will need to follow the proper administrative procedures before you can be hired. As soon as you've confirmed your postdoctoral appointment with your faculty mentor, we recommend that you contact EEB's personnel coordinator, Lili Schwartz, to ensure that the proper hiring procedures are followed. If you are a PERT Fellow, Teresa Kudrna will handle your hiring paperwork.

Lili Schwartz, Coordinator of Business-Personnel Services (EEB)

MCEEB Business Center, Biological Sciences West 310

Email: hildaq@email.arizona.edu

Phone: (520) 621-3784

Teresa Kudrna, Program Coordinator, Sr. (PERT)

Center for Insect Science, Life Sciences South 225

Email: tkudrna@email.arizona.edu

Phone: (520) 621-9310

The University of Arizona's [New Employee Checklist](http://hr.arizona.edu/sites/default/files/hr/employees-affiliates/NewToTheUA/New%20Employee%20Checklist%202-4-16.pdf) can be found here:

<http://hr.arizona.edu/sites/default/files/hr/employees-affiliates/NewToTheUA/New%20Employee%20Checklist%202-4-16.pdf>

B. Health Insurance

The University of Arizona requires postdocs to have health insurance coverage. UA employees are typically eligible for employee health insurance. UA Affiliates and Associates who are not paid by the University (e.g. externally funded Postdoctoral Fellows) can either buy into student health insurance, or can secure their own insurance elsewhere.

- UA employees are eligible to enroll for health insurance benefits only after they are officially hired. When determining your official start date, keep in mind that benefits coverage does not begin until the pay period after your enrollment.
- International employees should be insured before arriving in the US. Note that health expenses are very high (e.g. \$2000 for a tooth repair), so good insurance is important. There may be a 90-day waiting period from the time you start as a UA employee to the start of your health insurance coverage (your insurance policy may give you some reduced coverage in the interim).
- More information on benefits can be found here: <http://hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees>.

C. Entering the Country as a Foreign Citizen

Work Permits

If you are non-US citizen, you may need a work visa to be eligible for employment at the University of Arizona. Make sure to confirm with the personnel coordinator in your department which immigration status is the most appropriate for your stay in the US, that way you can get started on completing any required paperwork as soon as possible. You want to avoid stressful delays that may occur at the last minute!

You will need to check in with International Faculty & Scholars at the Office of Global Initiatives within 10 days of arriving in Tucson. They will require most international employees to provide documentation, which varies depending on visa type. Specific information can be found at their webpage: <https://global.arizona.edu/international-faculty/immigration-services>.

Office of Global Initiatives
935 N Tyndall Avenue
Tucson, AZ 85721

International Faculty and Scholars (OIFS):
Phone: 520-626-6289
Fax: 520-621-2757

Passports:
Phone: 520-626-7161
Fax: 520-621-2757

The office is on the campus, so a bike ride or walk will be fine!

Social Security Number (SSN)

If you are employed by the University, you will need to obtain a social security card (SSN). IFS can provide you with the information on how to apply for one: <https://www.ssa.gov/>. Anticipate that the SSN office might be crowded—you could spend a complete morning to do this. Take with you:

- 1) Your U.S. immigration documents and your unexpired foreign passport
- 2) An invitation letter from the University of Arizona which justifies your presence in AZ
- 3) Your local address
- 4) You might also want to call the SSN office or check their website (<https://www.ssa.gov/pubs/EN-05-10096.pdf>) to make sure that this documentation is sufficient before showing up. Your SSN will be issued within two weeks.

Social Security Office
3808 N 1st Avenue
Tucson, AZ 85719
Phone: (800) 772-1213

Note: The office is quite far from the University (~15 minutes bike ride).

D. Finding a Place to Live

Currently, Tucson has plenty of housing that is available immediately, though there are not much housing that is available in advance (unless you ask the manager of an apartment building personally). Sometimes a late rental date can be negotiated for a property that is available immediately. It has worked out well for some postdocs to move to Tucson without having first secured housing, and then to secure a rental within about a week.

Where to Search

- Most available housing is advertised on Craigslist (<http://tucson.craigslist.org/>).
- There is also a Facebook-based search at www.facebook.com/rentalsearch. Here you will find apartment buildings, rooms in houses, entire houses, and small guest houses typically called 'casitas'. The University is in 'Central Tucson' which has many individual neighborhoods within the area (see "Neighborhoods" section below).
- The UA lists rental housing on their website (<http://offcampus.arizona.edu/>).
- Housing can also be found through rental agencies that list properties on the web (e.g. TRT management: <http://www.trtmanagement.com/>).

If you are in town and see an apartment building that you like, you can inquire with the manager on site. Another good plan is to contact future colleagues, Ph.D. students, or current EEB post-docs who can be very helpful. EEB's Departmental listserv and Drift listserv will sometimes have information about housing/rentals, and you can also post a message to either listserv to request information on available housing.

Neighborhoods

- '*West University*': A lively area west of the UA which has many students and shops. It may be noisier than other areas you can choose to live in Tucson.
- '*Sam Hughes*': An area east of the UA which is one of the nicest, and most expensive, housing areas near campus. This is a quiet neighborhood in general.
- '*North University*' and '*Jefferson Park*': Both areas are north of the UA and are nice neighborhoods with many students, though are also relatively quiet and without many shops.
- '*Blenman-Elm*': An area northeast of the UA which is also a nice location with few students and more families.
- South of the UA is not the best location, and it is important to see any housing in this area in person before committing to renting.

Rent and Utilities

Renting a room in a house costs about \$500/month including utilities. Small houses can be rented for about \$1000/month, and larger properties are in the \$1500/month range without utilities

included. The cost of renting an apartment ranges widely depending on the number of rooms, the location, and the amenities or utilities included. Common amenities are a pool and hot tub, and some complexes also have a gym. Utilities can include internet (e.g. Cox, available here: <http://ww2.cox.com/residential/arizona/home.cox>), cable TV, water, electricity, gas, and garbage. Utilities can range from under \$100 (for a small apartment/casita) to several hundred (for a large house) per month, so it is often a good deal when they are included in the monthly rent fee (and it also saves you the hassle and cost of having utilities turned on).

Deposits

A deposit is required to secure most housing and/or rentals. Deposits can range from ½ to a full month's rent, and are often required to be paid in cash.

Finding a Roommate

Contacting current postdocs and/or students in EEB is a great way to find a potential roommate. Note that you may want to avoid sharing housing with someone else from your lab...this can result in seeing WAY too much of your colleague! Members of the UA community will also advertise for roommates on Craigslist, and you can interview one another to find a good fit.

II. AFTER YOU ARRIVE

DEPARTMENT/UNIVERSITY LIFE

A. First Thing: Getting an Employee ID Number

If you are paid by the University of Arizona, you will be issued an employee ID number upon hire. If you are not paid by the University of Arizona (i.e. externally funded), you will need to be granted Designated Campus Colleague (DCC) status—this DCC status will generate an employee ID number for you.

Incoming postdocs should check in with EEB's Personnel Coordinator, Lili Schwartz, in Biological Sciences West Room 310 upon arriving in Tucson. Lili will need the following information from all incoming postdocs, preferably sent to her by email (hildaq@email.arizona.edu) before arrival:

- 1) Your Full Name
- 2) Your Date of Birth
- 3) Your personal email (a non-UofA email is required)
- 4) Your citizenship status (NOTE: If you're a non-US citizen, you will need to provide copies of your passport and visa documents. You can either send these to Lili electronically, or you can make scans at the department after arriving)
- 5) The name of your faculty mentor, and a 1-2 sentence description of the work you'll be doing in their lab (200 character limit, ~25 words).

Postdocs who require DCC status (who are not paid by the UA), will also need to provide:

- 6) Your current CV/Resume, in English (PDF doc is preferred)

B. Getting Your UA Email and Cat Card

Once you have been issued a UA employee ID number, you can sign up for a netID and email address here: <http://email.arizona.edu/>. You will also need an employee ID number to receive your UA CatCard (<http://catcard.arizona.edu/yourcatcard>). The CatCard is your University ID, and you will need it in order to request keys and keyless building access.

To obtain a CatCard you must visit the CatCard Office located in the Student Union. Please bring the following:

- A government or state issued photograph identification such as a driver's license or passport
- Your employee identification number
- A completed and signed CatCard Terms and Conditions Form which can be found here: http://catcard.arizona.edu/sites/catcard.arizona.edu/files/catcard_terms_and_conditions.pdf
- If you will be paid by the UA you are issued your first CatCard free of charge. If you will not be paid by the UA (DCC's) you will need to pay \$25 for your first CatCard.

You will receive the card right away, so be prepared to have your picture taken!

C. Getting Keys, Office Space, and Mailroom Access

- Once you have your Cat Card, you will be able to get keys and keyless building access. Pick up an EEB Departmental Key Request Form from the MCEEB Business Center reception desk (BSW 310) or from Lauren Harrison in BSW 306. Ask your faculty mentor help you fill out and sign off on the form, and once complete please take the form to Lauren Harrison in BSW 306 (you can also slide the form under her door, or leave it in her mailbox). If your faculty mentor is away and/or you cannot get their signature, please note that on the signature line of the form.

Lauren will issue you a key authorization form, request your keyless building access, and/or assign you space in a communal postdoc office if requested (dependent upon availability).

- Mailboxes are in BSW 305, as is the departmental photocopier/scanner. Lauren can also assign you a mailbox upon request. EEB's IT Manager, Barry McCabe, can assign you a code for the photocopier/scanner, or answer any questions you may have about using the mailroom printer.

Lauren Harrison, Administrative Associate to the Department Head

Biological Sciences West 306

Email: lashley@email.arizona.edu

Phone: (520) 621-7509

Barry McCabe, IT Manager

Life Sciences South 433

Email: mccabeb@email.arizona.edu

Phone: (520) 621-1446

Your work address for postal mail is:

<Your Name Here>

Department of Ecology and Evolutionary Biology

University of Arizona

P.O. Box 210088

Tucson, AZ 85721

And here's your address for deliveries (packages/boxes):

<Your Name Here>

Department of Ecology and Evolutionary Biology

University of Arizona

Biological Sciences West, Rm 310

1041 E. Lowell St.

Tucson, AZ 85721

***Large Packages can be picked up from BSW 310**

D. Departmental Information & Other Resources

Departmental Staff Are Your Friends

It is important to realize that the departmental staff who help us with everything we need at the University are very busy and work very hard. Treat them with respect, kindness, and gratitude. Remember that they are there to help us, but we are not their bosses. If you are concerned that you need something from them right away, the best solution is to call or visit them in person, and ask nicely. Also remember to say 'thank you'!

- The department's fax number is 520-621-9190.
- Your lab and/or office phone number are listed on the EEB website.
- The business office maintains a very helpful website <http://eeb.arizona.edu/business-office> which explains business related forms, reimbursement guidelines, travel considerations, etc.
- In addition to being on your faculty mentor's/lab's website, you can contact Lauren Harrison to be listed on the EEB website's postdoc page (<http://eeb.arizona.edu/eeb-postdocs>).
- Calendars for EEB's conference rooms (BSW 302 and BSE 129), as well as for departmental projector and laptop rental, are located at the bottom of the EEB website's homepage. To reserve any of these resources, contact Lauren Harrison.

UA NetID+

NetID+ requires faculty, staff, and students to use a second method of authentication (called two-factor authentication) before accessing the campus Virtual Private Network (VPN). This prevents anyone but you from accessing applications and services secured with NetID+, even if they know your password. You will see a "NetID+ Method" field when accessing the VPN with the Cisco AnyConnect VPN Client. The purpose of this new field is to enter the second method of authentication. You would have set up this method when you enrolled in NetID+. To learn more about establishing a VPN connection with NetID+ go to: <http://uits.arizona.edu/services/vpn#establish>

To enroll in NetID+, follow these simple steps:

1. Login to enroll in NetID+ from <https://webauth.arizona.edu/netid-plus/>.
 2. Log in with your NetID and password and complete the necessary steps to enroll.
Note: By enrolling in NetID+, you will also be prompted for a second authentication when using Outlook Web Application (OWA).
- For more information about how to use NetID+, visit <http://uits.arizona.edu/services/netidplus>
 - Step by step enrollment instructions are available at <https://webauth.arizona.edu/netid-plus/pages/documentation>.

- Video Tutorials are available at:
https://www.youtube.com/playlist?list=PLXpm_6NMk1t8kQPFAY7EM4zeY3E-TFMMc
- To automatically install the latest version of the Cisco AnyConnect VPN Client go to <https://vpn.arizona.edu>, enter your NetID and password. More detailed information on VPN and installation steps are available at <http://uits.arizona.edu/services/vpn>.

EEB and CIS Listservs

Below is information on how to subscribe to EEB and CIS departmental listservs which may be of interest to postdocs:

- EEB Postdoc Listserv (used for social events etc.):
 1. From the email address that you want to subscribe, send a message to list@list.arizona.edu
 2. The subject line should say: subscribe eebpostdocs Firstname Lastname
 3. First-name Last-name should be your own name, and leave the message body blank
- EEB Departmental Listserv:

It's important to be on this listserv to find out about events in the department, including the two weekly seminar series (see below).

To Subscribe:

 1. From the email address that you want to subscribe, send a message to list@list.arizona.edu
 2. The subject line should say: subscribe eeb Firstname Lastname
 3. First-name Last-name should be your own name, and leave the message body blank
- The Drift:

The weekly EEB newsletter that advertises events in EEB and other departments (public lectures, etc.) as well as rooms for rent, cars for sale etc. You can contact Natalie Quintero (nataliequintero@email.arizona.edu) if you would like to sign up for or advertise in the Drift.
- Center for Insect Science:

CIS comprises members of EEB, Entomology and other departments, and is the administrative home for the PERT postdocs. Teresa Kudrna can sign you up for the CIS listserv.

To Unsubscribe from UA listservs:

You can remove your email from any UA listserv by visiting <https://list.arizona.edu/sympa/> and logging in with your NetID and Password to manage your subscriptions.

EEB Seminars

Monday seminars are at 3pm, and are given by external speakers.

Tuesday seminars are at 12.30pm (often called “noon seminar!”), and are usually given by EEB grad students and postdocs (two half-hour slots per seminar). It’s a good idea to sign up to give a talk so that people in the department learn who you are; speakers often have to reserve a seminar slot long time in advance. If you’d like to sign up for a Tuesday seminar slot, you can contact the Tuesday seminar faculty coordinator (if you are unsure of who the faculty coordinator is, contact Lauren Harrison).

- You may want to look out for seminars in other departments (e.g. Entomology, some of which are posted on the EEB listserv and listed in The Drift).

“Hot Papers”

Another departmental event is the “Hot Papers” journal club, where labs take turns choosing a recent high-profile paper to discuss. Information on “Hot Papers” will be posted on the EEB listserv, as well as listed in The Drift.

Orientations

The UA offers various orientation programs, which are listed on their Human Resources site: <http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs>

- Mandatory orientations:
 - Arizona Public Service Orientation (online)
 - Preventing Discrimination and Harassment Training (online)
- Suggested orientations:
 - UA Career Kickoff
 - Benefits Orientation

Trainings

Various UA training courses can be found here: <http://risk.arizona.edu/training>

- Before driving a University vehicle, or your own vehicle on University business (e.g., for fieldwork), you must:
 1. Register following the link on this page: <http://risk.arizona.edu/fleetsafetypolicy-2>
 2. Pass the UA online Defensive Driving Training Course:
<http://risk.arizona.edu/training/defensive-driving>

PERSONAL LIFE

E. Getting around town

Living in Tucson requires a bicycle or vehicle to get around town. Tucson is a very bike-friendly city and the weather is conducive to bicycling.

Getting a Bike

There is a large market for bikes in Tucson, so it is important to look around before you buy one to ensure you get a good deal. Do not buy a bicycle from a large-chain retailer as they are very low-quality. However, it's a good idea to look up the brands and models of bicycles that large-chain retailer's carry, as people will often try to sell second-hand bicycles for more than they are worth. Bicycles purchased at a bicycle shop are made of high-quality components, and will retain their value if you would like to sell your bike when you leave Tucson.

Here is a list of bicycle shops close to campus:

- Ordinary Bike Shop
311 E 7th St, Tucson, AZ 85705
Monday – Friday 9am to 7pm; Saturday 8am to 5pm; Sunday (closed)
Phone: 520-622-6488
<http://ordinarybikeshop.com/>
This is one of the best bike shops in Tucson. The new bicycles that they carry are typically more expensive than you'd find elsewhere, though sometimes they have used bikes which are reasonably priced and of high-quality. The bike shop service rates are good.
- Fair Wheel Bikes
1110 E 6th St, Tucson, AZ 85719
Monday – Friday 8am to 7pm; Saturday 8am to 5pm; Sunday 11am to 4pm
Phone: 520-884-9018
<http://fairwheelbikes.com/>
This is also one of the best bike shops in Tucson. Fair Wheel Bikes carries only new bicycles. They are conveniently located just across the street from Bio Sciences West.
- RC Bicycles
428 N. Fremont Ave, Tucson, AZ 85719
Monday – Friday 9am to 6pm; Saturday 10am to 5pm; Sunday 11am to 4pm
Phone: 520-624-2285
<http://www.rcbicycles.com/>
RC Bicycles sells both new and used bikes. If you see a used bike that you like, take the time to google it to get an idea of its value.

- BICAS
44 W 6th St, Tucson, AZ 85705
Tuesday –Sunday 11am to 6pm
Phone: 520-628-7950
<http://bicas.org/>

BICAS is a community bicycling organization. It has a full bike shop and tons of used parts available for next-to-nothing, making it a good place to go if you need a specific part for your bicycle (such as racks, pedals, wheels, etc.). They also offer bicycle maintenance courses, and volunteer shop workers will help you fix your bike. Additionally, they also rent rebuilt bikes and occasionally have bikes for sale.

There are many more bicycle shops in Tucson... enjoy exploring them!

Bicycle Theft

Bicycle theft is very common in Tucson. You can help prevent your bike being stolen by locking the front wheel, rear wheel, and frame with a high-quality U-Lock and keeping it inside your house at night. Don't leave anything on your bike that can be taken (e.g. lights). It is also a good idea to register your bicycle with the University—this will help provide some security against theft, and Campus Security can open your bike lock if you ever lose your key. The UA's bike registration tent will also do minor repairs on your bicycle, as well as give you a bell and other safety equipment when you register.

- Campus Bike Station
North Side of Science Library
Monday – Friday 9am to 2pm
<https://parking.arizona.edu/bicycle/bicycle-station/>
- Arizona Bike Laws
You can be fined for riding your bike at night without a headlight and red tail reflector. There are other laws regarding bicycling. Read up on them at:
<http://bikeped.pima.gov/Publications.html#STR>
The nights are dark (and street lighting minimal) enough that a helmet and good lights will quickly appear to you as the best options!
- The University provides discounted passes for the bus and tram system to its students and employees. See: <https://parking.arizona.edu/alternative/>
 - Sun Tran has a reasonably extensive network of regular buses. Information can be found here: <http://www.suntran.com/>
 - There is also a tram (“Tucson Modern Streetcar”) that runs through campus, starting from the medical school to Fourth Avenue and downtown: <http://sunlinkstreetcar.com/>
 - The UA Cat Tran is a free shuttle that travels around campus:
<https://parking.arizona.edu/campus-services/cattran/>

Getting an AZ Driver's License

- For non-US visitors: Arizona requires that you get an AZ driving license within one month after your arrival. If you get a car, note your car insurance provider will continue to ask for proof of an AZ license.
- For US citizens with a current license from another state: Simply bring your license and any additional government identification to the Motor Vehicle Department:
<http://www.azdot.gov/mvd/contact.asp>
- To take the driving exam required for a new license, you will have to go to the Motor Vehicle Department (MVD, <http://www.azdot.gov/mvd/contact.asp>) with a car. Make sure that all lights and other safety accessories are working! Foreign visitors with a current (foreign) license can drive to the MVD with their own car and original driver's license—Just make sure to drive a car that IS insured. Also make sure to bring your passport and visa for identification.
- The driving exam includes a 30 question computer quiz, followed by a road test. The road test starts with parallel parking, followed by a ten minute drive around the corner (https://www.azdot.gov/mvd/driverservices/Tests_Manuals_and_Driving_Schools/manuals)
- Anticipate that the MVD will be crowded...this process may take several hours!

Getting and Insuring a Car

You can, of course, buy a new car or a car from a used car business. The cheapest way to buy a car is to get one directly from the owner/seller (e.g. on Craigslist, or from a student or postdoc leaving the department). Some notes about buying directly:

- You might want to have an official price range for the car that you are looking at; the Kelley Blue Book is what you need to find this information: <http://www.kbb.com/>
- Make sure to fill out the ownership papers with the previous car owner. They come as a form printed on the back of the ownership certificate (title) of the car (the current owner MUST HAVE this paper in their possession).
- Get the form/title notarized (i.e. go to a bank or any legally authorized office that will sign and validate the form).
- Avoid driving with an uninsured car. If you know ahead of time that you will be buying the car, set up your insurance before you pick it up (see below), or have the current owner drop you at an insurance office.
- No matter where you purchase a vehicle from (person or store), you must do the following:
 - Get car insurance. Ask friends or colleagues about their insurance. Geico, Allstate, and Farmers are examples. All you need to set up your insurance is the car's Vehicle Identification Number (VIN) (often located in the driver's doorway). This number is also indicated on the certificate or ownership
 - Go to a local Motor Vehicle Division office (i.e. MVD, see here: <http://www.azdot.gov/mvd/OfficeHourssql/ofclink.asp>) to register the car as and

to get a license plate. Note that you cannot drive the car to the MVD without a plate. You can get printable temporary plates from the MVD website.

- If you come to Tucson with your own car:
 - Go to the MVD with your car to have it registered inspected.
 - Call your insurance agent to update your address and license plate information.

Phones

- Most people have cell phones for regular calls at home and work. Coverage in Tucson is the same as in any urban area, with all the major providers available.
- For international calls, Skype is an excellent option. The credits are cheap and you can get a phone number registered in your country of origin at moderate cost (see here <http://www.skype.com/intl/fr/features/allfeatures/online-number/>). This solution is convenient if your family wants to call you without paying international fees or using the internet. In addition, you can make calls at reasonable cost.

Furniture, Food, and Other Supplies

Though Craigslist has many items available, the student market is active so their deals are not necessarily good. Many used and new furniture stores have good deals and offer delivery (e.g. Furniture Plus: <http://www.furnitureplustucson.com>). Note that some stores will deliver your furniture for a reasonable price, usually in the \$50 range for heavy items. This is definitely helpful when you may only have a bike!

- Grocery stores: Safeway (general), Trader Joe's (organics and general), Whole Foods (upscale), Sprout's (organics), Fry's (cheap), Costco (bulk), Food Conspiracy (organic food co-op), Food City (cheap, Mexican)
 - Organic vegetables delivered at your house: <https://www.mattsorganics.com/>
 - Organic vegetable pick-up program: <http://www.tucsoncsa.org/>
- Outdoors/sporting goods: Summit Hut: <http://www.summithut.com/>; 5045 E. Speedway (on the east side of town), and 7745 N. Oracle (north, in Oro Valley). REI: <http://www.rei.com/stores/tucson.html>; 160 W. Wetmore Road (in the Tucson Mall)
- Mattresses: It's best to get a new one (there are bed bugs). Shop around. There are 'local' mattress factories in Tucson, but these seem to be shady operations with very little product or contact information. It is better to buy a brand-name bed as you will have more of an idea of the quality of the materials and you will have a warranty from the manufacturer. When buying a mattress, make sure to check that the white 'new materials only' government certification tag is intact. Some furniture retailers will re-sell returned beds and by law must remove this white tag. If the tag is yellow, the bed has been 're-built' or contains used materials.