

# Required and Recommended Training for University of California Academic Appointees

## **Supervisor Sexual Harassment Prevention Training (required)**

Who must complete: All faculty and most other academic appointees, regardless of supervisory responsibilities.

How: Take the online training using the individualized link sent to you by the UC Learning Center. If you have lost your individualized link, email [uclearningcenter@ucop.edu](mailto:uclearningcenter@ucop.edu) and ask that it be re-sent.

How long: Two hours

When: Every two years. New academic appointees have six months in which to complete the initial training. Continuing employees will receive an e-mail notification on the two-year anniversary of their previous compliance and will be given 90 days to satisfy the requirement.

FAQ: <http://ophd.ucsd.edu/faq.asp>

More information: <http://ophd.ucsd.edu/>

## **Compliance Briefing: UC Ethical Values and Conduct (required)**

Who must complete: All University of California employees. (**However, researchers may instead take the compliance briefing for researchers, listed below.**)

How: Take the online training using the individualized link sent by the UC Learning Center. If you have lost your individualized link, email [uclearningcenter@ucop.edu](mailto:uclearningcenter@ucop.edu) and ask that it be re-sent.

How long: 30 minutes

When: Must be taken every year. An e-mail reminder will be sent yearly. Once notified, employees have one year to complete the training.

More information: <http://www.universityofcalifornia.edu/compaudit/ethicscourses.html>

## **Compliance Briefing: UC Ethical Values & Conduct, and Conflict of Interest for Researchers (required for research employees)**

Who must complete: University research employees (faculty, staff, and post-docs). Note: Satisfies funding agency requirements to train researchers on conflict of interest in the research setting.

How: Take the online training using the individualized link sent by the UC Learning Center. If you have lost your individualized link, email [uclearningcenter@ucop.edu](mailto:uclearningcenter@ucop.edu) and ask that it be re-sent.

How long: Approximately 40 to 60 minutes.

When: Must be taken every year. An e-mail reminder will be sent on the anniversary of completion.

FAQ: <http://blink.ucsd.edu/research/policies-compliance-ethics/IRBS/COI-briefing.html#lostlink>

More information: <http://www.universityofcalifornia.edu/compaudit/ethicscourses.html>

**Conflict of Interest for Designated Officials (required for certain positions)**

Who must complete: Those whose positions are listed in the Conflict of Interest Code as making or participating in decisions that may foreseeably have a material effect on financial interests. Senior administrators may be required to take both this course and “UC Ethical Values & Conduct and Conflict of Interest for Researchers” (above) if they maintain active research programs.

How: Take the online training using the individualized link sent from the UC Learning Center. If you have lost your individualized link, email [uclearningcenter@ucop.edu](mailto:uclearningcenter@ucop.edu) and ask that it be re-sent.

How long: Approximately one hour

When: Must be taken every two years. E-mail reminders will be sent on the second anniversary of completion.

More information: [http://www.universityofcalifornia.edu/compaudit/coi\\_do.html](http://www.universityofcalifornia.edu/compaudit/coi_do.html)

**Research compliance training (required and recommended)**

UCSD offers numerous online and in-person training opportunities to help researchers understand and comply with federal, state, local, and University regulations on topics ranging from animal research to stem cell research. Detailed information about both required and recommended training is provided in the Training section of the Office of Research Affairs Web site: <http://research.ucsd.edu/training.html>