January 12, 2016

To: Senate Faculty, Department Chairs, and Academic Business Officers and Analysts (Via SBFACU-L, SBCHR-L, and SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: New Resources on the Academic Personnel web site

A number of new resources have been added to the Academic Personnel web site at https://ap.ucsb.edu/. Please navigate through the left-hand menu on the home page to the specific sections listed below to access the documents.

Resources for Department Analysts:

Instructions for processing Intergovernmental Personnel Act (IPA) agreements
Payment for online course development
Recruitment Toolkits
  Remote/Virtual Interviewing Guidelines for Search Committees
  Remote/Virtual Interviewing Tips and Best Practices
  Non-Senate grandfathered exceptions and exemptions

Research Series appointments
  Specialist vs. SRA comparison chart

Resources for Academic Employees:

National Center for Faculty Development and Diversity (NCFDD) information
Service Opportunities for Senate Faculty

A number of new online forms have also recently been made available through the “Forms” link. They include the Associate Appointment Form, Continuing Lecturer Annual Workload Form, and the Lecturer and Supervisor of Teacher Education Appointment Form. A Summer Session Associate Appointment Form will be added in the near future. Department staff are reminded to always use the posted version of all forms.