

January 22, 2018

To: Department Chairs, Directors, Business Officers and all faculty (via SBCHR-L, SBDIR-L, SBADM-L, and SBFACU-L)

From: Cindy Doherty, Director,  
Academic Personnel

Re: Red Binder Updates

A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel web site. A summary of all changes follows for your convenience.

New courtesy (contingent worker) titles of Research Associate and Research Fellow are now available for campus use. In support of this change, two additional resources are now available:

- The [Contingent Worker Appointment Form](#) is will be used for appointments as Research Associate/Fellow as well as Without Salary Visitors (Visiting Scholar, Visitor-Graduate Student, and Visitor-Undergraduate). The form is available on the academic personnel website forms page
- A [Courtesy and Without Salary Appointment matrix](#) is available to assist departments in determining the appropriate type of appointment for individuals who will be associated with UCSB on an unpaid basis. The matrix is available on the Resources for Department Analysts page of the academic personnel website.

The complete Red Binder, as well as the annotated changes are available on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

### Summary of changes

- I-30 Inclusion of Lecturer SOE series actions under Dean Authority and Extended review descriptions.
- III-12 New “affiliated status” option for appointees in the Research series. Clarification that appointments in the series should normally be paid, other than PIs temporarily not funding their own salary.
- III-14 Clarification that appointments in the Project Scientist series should normally be paid, other than PIs temporarily not funding their own salary.

- III-16 Clarification that appointments in the Specialist series should normally be paid.
- III-20 New without salary research titles of Research Associate and Research Fellow
- III-23, III-25 Clarification that Visiting appointments in the Research or Project Scientist series should normally be paid.
- VI-17 Correction of codes used for University Extension payments.

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