

January 23, 2020

To: Department Chairs and Directors (via SBCHR-L and SBDIR-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Case deferral process for Academic Researchers

As a result of the new memorandum of understanding (MOU) between the University and the UAW covering Academic Researchers (Research, Project Scientist, and Specialist series), the process for requesting deferral of an advancement review has changed. Previously, the department selected the “defer-no case” option in AP Folio and no further action was required. The MOU states that a deferral “can only be initiated with the written request of the candidate.” In addition, the request must include the reasons for the request to defer. To facilitate the new contractual requirements, the eligibility module in AP Folio has been updated to allow the submission and processing of the formal deferral request. Departments will need to take the following actions for Academic Researchers who are eligible for July 1, 2020, advancement actions who wish to defer the review:

- Notify all eligible employees of their review eligibility. In most cases this should have already occurred for the July 1, 2020 actions. If you have not yet done your departmental notifications, please contact Joanna Kettmann for further assistance since new contractual obligations also exist in this area.
- If an Academic Researcher wishes to defer their review, they must submit the request to the department in writing. The request must state the reason for the request.
- The Department Chair/Director writes a brief memo either endorsing or not endorsing the request.
- The department submits the “Deferral Case” in AP Folio. The “proposed status” information will be the same as the “current status”. No department vote is required. The candidate request and departmental memo are uploaded to the case. The case is submitted for review.
- The Associate Vice Chancellor for Academic Personnel will review the request and make a final decision. A decision letter will be generated.

Departments are encouraged to complete this process as soon as possible, and at the latest by the applicable departmental case submission date (see Red Binder III-1). Questions may be directed to Joanna Kettmann at [Joanna.Kettmann@ucsb.edu](mailto:Joanna.Kettmann@ucsb.edu) or x5048.

cc: Business Officers and Academic Personnel Analysts

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