



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

January 30, 2015

To: Business Officers and Academic Personnel Analysts (Via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: New features for Temporary Research appointments in online case processing system

As previously announced, effective February 1, 2015 case processing functionality for the Project Scientist and Specialist series will be added to the Academic Personnel online system. Data on these populations will also be available for departmental use, including merit and promotion eligibility lists. You are encouraged to review your eligibility lists as soon as possible.

All advancement cases with July 1, 2015 effective dates will be processed online. Researcher cases are due to the Deans Office or Academic Personnel as appropriate by March 1. Project Scientist and Specialist cases are due to Academic Personnel by April 1.

In addition, a new online module for reappointments and modification requests for Researchers, Project Scientists, Specialists, and Academic Coordinators will be available effective February 1, 2015. With the introduction of this new module, all appointment and advancement activity for these populations will be done via the online system.

Please note that all visiting appointments in the Researcher and Project Scientist series, recall research appointments, and without salary visitor appointments will still be processed via paper submission. The following forms are now available on the Academic Personnel web site:

Academic Recall Appointment form
Visiting Researcher and Visiting Project Scientist Appointment form
Without Salary Visitor Form Letter

Red Binder sections for the impacted populations have been updated to reflect the changes discussed above.

Questions may be directed to Joanna Kettmann at Joanna.kettmann@ucsb.edu or x5048.