



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

January 6, 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 on-line case processing system

Effective February 1, 2015 case processing functionality for the Project Scientist and Specialist series will be added to the Academic Personnel on-line system. Data on these populations will also be available for departmental use, including merit and promotion eligibility lists. All advancement cases with July 1, 2015 effective dates will be processed on-line.

In addition, a new on-line 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 on-line system. Please note that all Visiting and Recall research appointments will still be processed via paper submission.

In preparation for the transition to on-line processing, a workshop, Temporary Research Titles On-line, will be held for departmental staff who currently work with temporary research titles. The workshop will be offered at two times:

Thursday, January 22, 2:30-3:30
Monday, January 26, 11:00-12:00

Please register via the Academic Personnel training site at:
<https://ap.ucsb.edu/workshops.and.training/staff.training.registration/>

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