

Date: January 6, 2023

To: Senate Faculty
Academic Department Chairs and Deans
AP Department Business Officers and Staff

From: Dana Mastro
Associate Vice Chancellor
for Academic Personnel

Re: Upcoming Academic Personnel workshops for Senate Faculty and Chairs

The Office of Academic Personnel is hosting several workshops for Senate Faculty and Department Chairs during Winter and Spring quarters.

To ensure that participants receive Zoom information in time, we recommend that individuals from each appropriate target audience register early at: <https://ap.ucsb.edu/~staff.training.registration/>, under either the *Faculty Workshops* or *Chair Workshops* sections at the bottom of the page.

Please note that these workshops are intended to address issues and questions pertinent to faculty. Staff training is covered in the annual certificate and workshop series our office offers. Staff should register for courses under *Certificate Program*, *Non-Certificate Workshops*, or *Other Training*.

| <i>Title</i> | <i>Target Audience</i> | <i>Date</i> | <i>Topics</i> |
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| New Faculty Orientation | Professors and SOEs at all levels that are new to campus | Friday, January 20 9:00am – 12:00pm | Learn more about the merit review process and other Academic Personnel topics in this in-depth introduction to AP. |
| Unit 18 Lecturers Appointments and Advancements | Department Chairs who oversee Unit 18 matters | Tuesday, January 24 1:30 – 3:00pm | We will cover the ins and outs of Unit 18 appointments, reappointments, and various reviews. |
| Faculty Office Hours with the AVC | All faculty | Friday, February 10 10:00 – 11:00am Friday, April 28 10:00 – 11:00am | Have questions about the merit/promotion process, or any other AP topic? Stop by this open forum to discuss these questions with the AVC and your fellow faculty. |

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| Faculty Bio-bib Workshop | Faculty at any level esp, those interested in undergoing review during Fall '23 | Friday, May 19 1:00 – 2:30pm | How to properly fill out your bio-bib and avoid common mistakes. |
| Chair's Merit/Promotion Workshop | Department Chairs who will be overseeing merit/promotion cases during the upcoming cycle | Friday, May 5 1:30 – 3:00pm | Department Chair's roles and responsibilities during the review cycle, best practices, and common pitfalls to avoid. |

Questions may be directed to Helly Kwee, helly.kwee@ucsb.edu