



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

January 9, 2014

To: Academic Business Officers (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Change in Processing for Temporary Academic Research Titles

Effective January 13, 2014 two changes will take place related to temporary academic research titles.

Change in processing and approval authority

As previously announced, effective January 13, 2014, responsibility for processing and approval authority of all temporary academic research titles will be transferred from the Office of Research to the Office of Academic Personnel. Temporary Academic Research appointments include: Researchers (including Visiting), Project Scientists (including Visiting), Specialists, and without salary academic research visitors.

New policy: Red Binder III-25, Without Salary Visitors

As of July 1, 2013 a new system-wide policy covering without salary academic visitors was issued. Academic Personnel Manual (APM) 430 governs appointment of without salary visiting scholars and visiting students. Red Binder III-25 is the campus implementation of APM 430 and replaces the prior policy on Visiting Without Salary Research Visitors (previously Red Binder III-28, VIII.) The new title provides a means of entering Visitors into PPS, thus allowing easier access to a UCSBnetID and campus services. A new "Visitor Form Letter" will be posted to the Academic Personnel web-site in the forms section. This form letter is to be used for all requests for appointment to the title.

FAQs regarding these changes are attached. Relevant Red Binder sections and forms will be updated and posted to the Academic Personnel web site as of **January 13, 2014**.

Joanna Kettmann will be the Academic Personnel Analyst with main responsibility for temporary academic research appointments. Joanna may be reached at Joanna.kettmann@ucsb.edu or x5048. General questions regarding the transition may be directed to Cindy Doherty, Academic Personnel Director, at cindy.doherty@ucsb.edu or x8332.

FAQs: Change in Processing for Temporary Academic Research Titles

Q: What titles are covered by the authority and processing change?

A: Researchers (including Visiting), Project Scientists (including Visiting), Specialists, recall appointments for temporary academic research employees, and without salary academic research visitors (see new policy information below.)

Q: Do I need to resend paperwork if I already sent it to Office of Research?

A: No, any requests that are in process at the time of the transition will be forwarded to Academic Personnel for completion.

Q: Does the change mean all appointments, reappointments, and advancements can be done on-line?

A: At this time only Research series appointments and advancements are done on-line. We will be bringing appointments and advancements for Specialists and Project Scientists, as well as reappointments for all three series on-line within the next 6-9 months.

Q: Where do I send the Academic Recruitment Packet for “control point” signature?

A: Academic Personnel will function as the control point for purposes of the Academic Recruitment Packet. An updated form will be posted on the Academic Personnel web-site as of January 13.

Q: Are there any other changes I need to know about?

A: If you are in an academic department, your Research series appointment and advancement cases will now route through the Dean’s Office before coming to Academic Personnel. This routing will occur through the on-line case processing system.

FAQs: New policy: Red Binder III-25 Without Salary Visitors

Q: Do current without salary visitors need to be entered into PPS?

A: Current visitors will be entered at the time of reappointment. All new appointments will be entered into PPS.

Q: What documents are required for an appointment as a Without Salary Visitor?

A: The Visitor Form Letter must be submitted to Academic Personnel. Initial appointments also require a UCSB biography form and a patent agreement.

Q: Can appointments be for longer than one year?

A: Appointments may only be made for one year at a time. Reappointment is possible, however individuals with longer term associations with the University may be better suited for either appointment into another title or affiliate status (see below.)

Q: Are all “visitors” covered by the new policy?

A: No. Only visitors who meet the criteria outlined in the policy are covered. Individuals who do not meet the criteria may still receive a UCSBnetID by holding affiliate status through identity management. Further information is available at <http://www.identity.ucsb.edu/customers/affiliates/>

Q: Do visitors need to sign a state oath or I-9 form?

A: By policy, visitors covered by this policy are not employees. As such, they do not need to sign a state oath or an I-9 form. They are however, required to sign a patent agreement. In PPS, the “I-9 signature date” field may be left blank. The “oath signature date” should be filled in using the patent agreement signature date.