

October 1, 2020

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

From: Cindy Doherty, Director Academic Personnel

Re: Academic Personnel Training Opportunities

As noted on the 6/29/20 AP News and Announcements memo at <https://ap.ucsb.edu/news.and.announcements/memos/>, the Academic Personnel office is offering AP Certificate classes via Zoom during the 2020-21 academic year. The following certificate courses are now scheduled and available for registration:

- **Research Titles** – October 21, 2020, 9:00-11:30am
- **Postdoctoral Scholars** – November 18, 2020, 9:30-11:00am
- **Teaching Titles** – January 13, 2021, 9:30-11:30am

In addition, two Advanced Workshops are now scheduled. The Workshops are intended for individuals currently responsible for personnel matters in these series. Workshops will take place as follows:

- **Research Titles Workshop** – November 17, 2020, 10:30am-12pm

This workshop will provide updates on policy and procedure changes related to the Research, Project Scientist, and Specialist series. For this session, we will discuss the move to electronic submission of one-of-a-kinds as well as COVID-19-related impacts and how they will be assessed in review cases.

In addition, we will have an in-depth discussion of various personnel actions and case preparation for research appointments and advancements.

- **Teaching Appointments Workshop** – January 21, 2021, 10:00-11:00am

This workshop will provide the opportunity for in-depth discussion of advanced topics and issues regarding teaching titles. Participants are encouraged to bring questions and real-life scenarios for discussion.

Upcoming certificate courses and advanced workshops still to be scheduled include:

- Senate Faculty Advancements

- Student Titles
- Academic Leaves
- Additional Compensation

To register for classes, please go to the Academic Personnel web site under *Training and Workshops*, or link directly to: <https://ap.ucsb.edu/~staff.training.registration/>

Zoom information will be provided to course registrants as the dates approach.

Staff interested in viewing courses already held in 2020-21 may view video recordings at <https://ap.ucsb.edu/training.and.workshops/staff.training.materials/> (note that attendance requirements are not completed by video viewing). These include:

- Introduction to Academic Personnel
- Faculty Primer
- Senate Faculty Appointments
- Academic Recruitments

Questions regarding this announcement or Academic Personnel training may be directed to June Betancourt at [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)

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