

October 10, 2024

TO: Deans, Department Chairs, Directors, Senate Faculty, and Business Officers & Staff

FROM: Leesa Beck, Assistant Vice Chancellor for Academic Personnel

RE: Issuance of Red Binder updates

A number of final revisions to the Red Binder, the campus Academic Personnel policy and procedure manual, have been posted on the Academic Personnel website, with an effective date of October 2024. A summary of all changes is listed below.

The complete Red Binder, as well as the annotated changes, are available on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

Summary of changes

I-6	Revisions to the Career Equity Review process
I-29	Provides resources to identify Foreign Talent Recruitment programs
I-31, I-34, III-7, III-9	Add appropriate RB references; clarify that only "In Press" items need to be accounted for in subsequent reviews.
I-49	Add research titles to the external letter solicitation template
I-50	Consolidate solicitation language for research titles
I-75	Clarify formal coursework instruction requirement
II-14	Add annual workload document requirement for Excellence Reviews
III-8	Clarify off-scale and within-step advancements
III-12, III-14	Update eligibility and overlapping steps; move out solicitation template language
III-16	Move out solicitation template language
IV-10	Update GSR Trainee and Fellow job codes
VI-4, VI-5	Add foster care placement as qualifying event
VI-18	Clarify SWB-eligible research titles, update SWB Matrix link
VII-1	Search waivers for employees currently in represented titles requires additional notice