

October 11, 2017

To: Business Officers (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Best Practices in Academic Recruitment Travel Workshop

The Academic Personnel office is happy to partner with the College of Letters & Science to host a workshop on best practices in academic recruitment travel. Details about the workshop including registration information appear below. Please share this announcement with those in your office who process recruitment travel.

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Best Practices in Academic Recruitment Travel

Each year academic departments invite candidates interviewing for faculty positions, as well as graduate student recruits, to campus for visits. Often, department staff make their travel arrangements, and individually reimburse these non-employees for their travel, lodging, and other expenses. It can be a time-consuming process.

Have you ever wondered if there's an easier way? Please join Yasmin Sidi, Faculty Program Project Manager at UCOP, and Annette Gonzales, Travel Coordinator in BFS, as they discuss best practices and expert tips, including how to use Connexus and WebTEV so that travelers can book their own airfares.

DATE: Monday, November 6, 2017

TIME: 2:00-4:00 pm

PLACE: Mosher Alumni Hall

Advance registration is required via the Academic Personnel staff training registration page under "other training" or directly at: <https://ap.ucsb.edu/~staff.training.registration/>

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu