

October 14, 2016

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

FROM: Cindy Doherty, Director  
Academic Personnel

RE: Consultation on Red Binder changes

Proposed revisions to the Red Binder, the campus Academic Personnel policy and procedure manual, are now available for review and comment. The “Summary of Draft Changes” printed below and posted along with the draft sections will provide you with information about each proposed change. Within the documents changes are shaded; additions are marked in italics and deletions in strike-through.

The draft changes may be viewed on the Academic Personnel web-site at <https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/> . The link is not displayed publicly; please either link directly from this e-mail or cut and past the address into your browser.

Please forward this notice on to other non-senate academic employees within your unit as appropriate. I would appreciate receiving feedback by **November 14, 2016**.

Comments may be e-mailed to my attention at [Cindy.Doherty@ucsb.edu](mailto:Cindy.Doherty@ucsb.edu)

cc: Academic Senate  
Labor Relations  
Equal Opportunity

## Summary of changes

- I-4, I-38** Clarification of timing of the formal appraisal
- I-15, II-12, II-25, III-7, V-2** Additional reminders added to new appointment checklists
- I-70** Update of basis for pay rate for recall teaching appointments to reflect APM language
- II-33** Addition of references related to specific titles
- V-1** Policy regarding accelerated advancements and advancement beyond the top of the scale for Academic Coordinators
- V-20** Addition of wording for letters to external evaluators for the Professor of Practice series
- V-28** Campus practices regarding Dean and 100% time Faculty administrator reviews
- VI-9** Expansion of compensation description to include non-exempt appointments
- VI-23** Dohrmann Loan program is being discontinued. Employees may use the UC Emergency Loan program
- VII-7** Update of wording for inclusion in advertisements
- VIII-11** Updates and clarifications to Endowed Chair campus procedures
- IX-18** Clarification that personnel files and student academic files should be maintained separately
- IX-30** Duplicate submission of reduction in time recommendations no longer required