

October 30, 2017

To: Department Chairs, Directors, Business Officers and all faculty (via SBCHR-L, SBDIR-L, SBADM-L, and SBFACU-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Red Binder Updates

A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel web site. A summary of all changes follows for your convenience.

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-10** Review of reconsideration case must be complete before a new case may be submitted.
- I-14** Update of link to Senate bylaw 55 and revised wording for letter to prospective appointees.
- I-27** Clarification of mentoring and advising as University service.
- I-46** Clarification of processes for soliciting external letters of evaluation.
- III-7** Updates to checklist of materials to be submitted with research appointments.
- III-16** Addition of steps VI-IX in the Specialist series to reflect changes to the APM.
- IV-1, VI-3, VI-4** Updates to leave entitlements for Graduate Student Researchers to reflect campus practice.
- VII-4** Clarification of recruitment documentation requirements.
- IX-20** Reference SVSH policies and general updates of language.

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