

Date: November 1, 2023

To: Senate Faculty
Academic Department Chairs and Deans
AP Department Business Officers and Staff

From: Dana Mastro
Associate Vice Chancellor
for Academic Personnel

Re: Upcoming Academic Personnel workshops for Senate Faculty and Chairs

The Office of Academic Personnel is hosting several workshops for Senate Faculty and Department Chairs during the 2023-24 academic year.

To ensure that participants receive Zoom information in time, we recommend that individuals from each appropriate target audience register early at: <https://ap.ucsb.edu/~staff.training.registration/>, under either the *Faculty Workshops* or *Chair Workshops* sections at the bottom of the page.

Please note that these workshops are intended to address issues and questions pertinent to faculty. Staff training is covered in the annual certificate and workshop series our office offers. Staff should register for courses under *Certificate Program*, *Non-Certificate Workshops*, or *Other Training*.

<i>Title</i>	<i>Target Audience</i>	<i>Date</i>	<i>Topics</i>
Faculty Office Hours with the AVC	All faculty	Friday, Nov 3, 2023 2:00 – 3:00pm Friday, Dec 8, 2023 1:00 – 2:00pm Friday, Feb 2, 2024 11:00am – 12:00pm Friday, Apr 12, 2024 1:00 – 2:00pm	Have questions about the merit/promotion process, or any other AP topic? Stop by this open forum to discuss these questions with the AVC and your fellow faculty.
Faculty Bio-bib Workshop	Faculty at any level esp, those interested in undergoing review during Fall '24	Friday, May 10, 2024 10:00 – 11:30am	How to properly fill out your bio-bib and avoid common mistakes.

Chair's Merit/Promotion Workshop	Department Chairs who will be overseeing merit/promotion cases during the upcoming cycle	Thursday, May 23, 2024 1:30 – 3:00pm	Department Chair's roles and responsibilities during the review cycle, best practices, and common pitfalls to avoid.
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Questions may be directed to Helly Kwee, helly.kwee@ucsb.edu