November 17, 2016

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 is listed below for your convenience.

The complete Red Binder, as well as the annotated changes may be viewed on the
Academic Personnel website at: https://ap.ucsb.edu/policies.and.procedures/red.binder/

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. Change of payroll title from
Lecturer without Salary to Educator without Salary

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

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Director

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