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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