ACADEMIC PERSONNEL
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

November 2, 2015

To: Department Chairs, Directors, Business Officers and all faculty

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. Major changes include:

- New campus policies and procedures for academic searches.
- Updates to reflect systemwide changes in:
    - the Specialist series
    - time off the clock for Assistant Professors, Lecturers PSOE and Assistant Researchers
- Addition of campus cut-off dates for materials in Research, Project Scientist, and Specialist advancement cases
- Creation of on-line forms for Associate appointments, Lecturer appointments, and Continuing Lecturer annual workload
- New section on academic compensation

In addition, transitional guidelines and materials related to the changes in policy and procedure for academic searches are available on the Academic Personnel website under Resources for Departmental Analysts/Recruitment Toolkits, or directly at: https://ap.ucsb.edu/resources.for.department.analysts/recruitment.toolkits/

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, VI-1

Incorporate recent changes to system-wide policy (APM) that clarify the possible reasons for extension of 8-year limit for Assistant Professors, Lecturers PSOE, and Assistant Researchers.   Move wording from leave section to limitations on

service section. Clarification of other language regarding titles requiring mandatory review.

I-15, II-25, III-7, III-17, V-2, V-11, VII-4, VII-5
Changes reflecting transition from paper recruitment packet to electronic process via UCRruit.

I-25   Procedure for providing written statement if the candidate disagrees with an aspect of the procedural safeguard.

I-27   Cut-off dates for bio-bib preparation for series other than senate faculty. Incorporate recent changes to system-wide policy (APM) regarding diversity contributions.

I-29, IX-13
Reference correction and deletion of outdated version of policy in Red Binder.

I-35   Incorporate recent changes to system-wide policy (APM) regarding diversity contributions.

I-70   Addition of title names for recall appointments.

I-75   Various updates to reflect changes in procedure and correct wording.

II-1   Add approval authority for non-senate recall teaching appointments. Move sample letters out of Red Binder to web based forms

III-8   Incorporate recent changes to system-wide policy (APM) regarding the Specialist series.

III-12, III-14
Cut-off dates for bio-bib preparation for series other than senate faculty.

III-16   Incorporate recent changes to system-wide policy (APM) regarding the Specialist series. Cut-off dates for bio-bib preparation for series other than senate faculty.

IV-1, IV-3, IV-6, IV-8
Clarify processes for academic student employees. Move sample form letter for Associates out of Red Binder to a web-based form

IV-9   New section on Remedial Tutors

VI-8   Clarify leave codes to be used for academic year employees

VI-9   New section explaining academic appointment compensation.   Pay and service period chart being removed from Red Binder and on to Academic Personnel web site as reference material under Compensation and Benefits, or directly at https://ap.ucsb.edu/compensation.and.benefits/

VI-17 Clarify limitations on honoraria.

VII-1, II-28, V-17

Updates to campus open search requirements based on federal regulations and compliance requirements

IX-13

Remove policy from Red Binder and point to policy on Graduate Division site.

Forms   https://ap.ucsb.edu/forms/

 Updates

Bio-bib: update to grant section indicating new/continuing funding
UCSB biography form: add e-mail and preferred address designation

New

Associate Appointment Form
Lecturer and STE Appointment Form
Continuing Lecturer workload Form