



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

November 25, 2014

To: Department Chairs, Directors, Business Officers and all faculty (Via SBDIR-L, SBCHR-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. Major changes include: authority for Postdoctoral Scholar appointments moved from Graduate Division to Academic Personnel (RB III-17), new procedures for exception to open recruitment (RB VII-1) and the expansion of titles eligible for off-scale salaries (RB III-16 and V-1.) A summary of all changes is listed below for your convenience.

The Red Binder may be found at:

<https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm>

In addition, you may view the annotated changes at the following web address on the Academic Personnel home page:

<https://ap.ucsb.edu/policies.and.procedures/red.binder/updates/>

Summary of changes

I-2 Clarification that departments may set cut-off dates earlier than the campus cut-off date for case materials

I-29 Updates to be consistent with updated Academic Personnel Manual (APM) language

I-15, I-34, I-60 Change in process for Department Chair recommendations for ad hoc committee service

III-9 Addition of self-statement as an optional document to be submitted in Research reviews

III-14 Clarification of requirements on external letters for Associate Project Scientist and Project Scientist appointments and promotions

- III-16 Off-scale salaries now allowed for Specialist series based on APM updates
- III-17 Additional information required on Postdoctoral Scholar appointments and change of delegation of authority and routing
- III-18 Deleting routing instructions. Information is contained in RB III-17
- V-1 Off-scale salaries now allowed for Academic Coordinator series based on APM updates
- V-28 Clarification of review process and general salary adjustments for Deans and Full-time faculty administrators
- VI-1 Clarification of short-term leave approval
- VI-10 Clean-up of wording
- VI-15, VI-17 Update of honoraria policy based on APM updates
- VII-1 Exemption from search for certain modifications of positions. Change in process for exceptions to open recruitment for temporary positions
- IX-18 Change of office of record for Postdoctoral Scholar files