

February 1, 2024

To: Senate Faculty, Deans, Department Chairs, Directors, and Academic Unit Business Officers & Staff

From: Dana Mastro
Associate Vice Chancellor for Academic Personnel

Re: Consultation on Red Binder Changes

The Red Binder, our campus Academic Personnel policy and procedure manual, is updated regularly to reflect new policies, policy revisions, and changes in both system-wide and UCSB Academic Personnel practices and procedures. These updates are shared with the academic community for consultation and review. In this cycle, revisions have been drafted to reflect extensive discussions that began with a study of our campus merit and advancement process conducted during the Winter and Spring quarters of 2023, that incorporated consultations with Senate leadership, Deans, Department Chairs, and Analysts.

This study was accompanied by an assessment of the AP procedures on the other nine UC campuses. (A brief summary can be found in the Fall 2023, [AP Newsletter](#).) A series of further consultations and discussions resulted in recommendations (based on the successful, shared practices across the UC system and on our own campus), designed to address key concerns, remedy problems, and improve on our processes, while retaining the acknowledged benefits of our rigorous and careful merit review process.

The proposed revisions to the Red Binder maintain a compensation structure that rewards faculty accomplishments at the highest level while addressing three primary areas:

- (1) review-related concerns pertaining to:
 - (a) clarity and consistency in expectations,
 - (b) workload demands associated with perceptions of an increasingly inventory-based approach to current evaluations, and
 - (c) valuing and crediting accomplishments
- (2) process-based concerns producing substantial time and labor burdens for faculty and staff, including the need for an online bio-bib application
- (3) policy-centered issues tied to consistency with system-wide interpretation of APM 210 and guidance on review criteria.

A summary of the draft changes is attached, alongside two new resource documents associated with the proposed revisions (Overlapping Step Advancement Matrix; Example of Half-Step Increase). Additionally, revisions reflecting a title change from the Lecture SOE series to the Teaching Professor series are included in these revisions.

The draft changes may be viewed on the Academic Personnel website under the heading “Red Binder Consultation distributed February 1, 2024”, at:

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

The link is not displayed publicly; please either link directly from this e-mail or cut and paste the address into your browser.

To answer any questions about these draft revisions, AVC Office Hours have been scheduled for Friday, February 2nd at 11am, Wednesday, February 7th at noon, and Thursday, February 15th at 10:30am. You can register on the [Trainings and Workshops](#) tab of the AP website.

Comments on the proposed changes are due by **February 29, 2024**. Please email comments to info@ap.ucsb.edu.

The Academic Personnel advancement system on our campus plays a significant role in encouraging, supporting, and rewarding the excellence of our faculty. The peer review process and associated salary scale system are designed to provide consistency and equity in recognizing strong performance at all levels. The proposed revisions maintain our commitment to advancing faculty excellence while ensuring that policies and procedures are efficient, make a good use of faculty and staff time, and are consistent with our professional responsibilities, priorities, and values. Thank you.

Summary of Red Binder Draft Revisions

<u>Section</u>	<u>Title</u>	<u>Summary of changes</u>
I-2	Deadline Dates	Change of materials & bio-bib cut-off to August 31
I-4	Eligibility, Deferral and Mandatory Review	Overlapping steps normalized. Assoc V and Asst IV added; V+ and IX+ added as overlapping
I-8	Off-Scale Salaries	Increments of .5 for advancements
I-14	Faculty appointments	New wording for soft-offers from dept. or Dean
I-27	Instructions for creation of the bio-bib	Updated titles, deadlines, and processes
I-30	Dean's Authority Cases	Include overlapping step increases in dean's authority and Professor with up to ½ step
I-31	Documents to be Submitted	Eliminates manual bio-bib action
I-33	Expanded Reviews	Eliminate special steps cases. Clarify acceleration authority
I-34	Documents to be Submitted, Expanded	Eliminates manual bio-bib action
I-35	How to write a Department Letter	Reflect changes in advancement methodology
I-36	Merit Advancements	Change title to Merit Advancements. New advancement methodology
I-37	Overlapping steps	Change from special to overlapping, add new steps, clarify usage
I-40	Promotion to Tenure/SOE	Added reference to sections I-36 and I-37
I-41	Promotion to Professor	Added reference to sections I-36 and I-37
I-42	Merit to Step VI	Added reference to sections I-36 and I-37
I-43	Merit to Above	Added reference to section I-37. Updated criteria based on new methodology
I-50	Wording for Solicitation Letters	Remove professional activities as a separate review area
I-56	Teaching Professor series	Update title, incorporate new language about the series
I-75	Appointment and Advancement	Reflect new methodology and application
III-9	Documents to be submitted- Research reviews	Eliminates manual bio-bib action
<u>Technical changes:</u>		
<u>SOE name change only</u>		
I-3	Priority Designations	
I-6	Career Equity Reviews	
I-11	Acting Asst Prof and Acting Asst. Teaching Professor	

I-12	Teaching Load	
I-13	Retention of FTE	
I-17	New Faculty Commitments	
I-22	Checklist for Advancement	
I-29	Conflict of Commitment	
I-38	Formal Appraisal	
I-39	Terminal Appointment and Decisions to Deny Promotion	
I-46	Guidelines for Letters of Evaluation	
I-49	Sample Letter to Extramural Evaluators	
I-51	Materials to External Reviewers	
I-70	Procedures for Recall	
II-1	Lecturers	
VI-1	Leaves	
VI-2	Sabbatical	
VI-10	Additional Compensation	
VII-1	Policies on Open Recruitment	
VIII-1	Career Development Awards	

Overlapping Step Advancement Matrix

Rank and Step	Year	On-time Advancement	
Asst Prof V	1	Lateral to Assoc Prof I	No change in salary. Next review for merit would be after one year
Asst Prof V	2	Promotion to Assoc Prof II	
Asst Prof V	2	Merit to Asst Prof VI	
Asst Prof VI	1	Lateral to Assoc Prof II	No change in salary. Next review for merit would be after one year
Asst Prof VI	2	Promotion to Assoc Prof III	
Assoc Prof IV	1	Lateral to Prof I	No change in salary. Next review for merit would be after two years
Assoc Prof IV	2	Lateral to Prof I	No change in salary. Next review for merit would be after one year
Assoc Prof IV	3	Promotion to Prof II	
Assoc Prof IV	3	Merit to Assoc Prof V	
Assoc Prof V	1	Lateral to Prof II	No change in salary. Next review for merit would be after two years
Assoc Prof V	2	Lateral to Prof II	No change in salary. Next review for merit would be after one year
Assoc Prof V	3	Promotion to Prof III	
Prof V+	1	Lateral to Prof VI	No change in salary. Next review for merit would be after two years
Prof V+	2	Lateral to Prof VI	No change in salary. Next review for merit would be after one year
Prof V+	3	Advancement to Prof VII	
Prof IX+	1	Lateral to Above Scale	No change in salary. Next review for merit would be after three years
Prof IX+	2	Lateral to Above Scale	No change in salary. Next review for merit would be after two years
Prof IX+	3	Lateral to Above Scale	No change in salary. Next review for merit would be after one year
Prof IX+	4	Advancement to Above Scale with merit	

Example of half-step increase chart: For Salary Scale Table 1

Rank	Step	10/1/2023 Annual	half-step increment
Assistant Professor /Assistant Teaching Professor	II	\$78,700	\$2,200
	III	\$83,100	\$2,300
	IV	\$87,700	\$2,400
	V	\$92,400	\$2,400
	VI	\$97,200	\$2,600
Associate Professor/Associate Teaching Professor	I	\$92,500	\$2,400
	II	\$97,300	\$2,600
	III	\$102,400	\$2,900
	IV	\$108,200	\$4,200
	V	\$116,600	\$4,600
Professor/Teaching Professor	I	\$108,300	\$4,200
	II	\$116,700	\$4,600
	III	\$125,800	\$4,800
	IV	\$135,300	\$5,100
	V	\$145,400	\$5,400
	VI/ V+	\$156,200	\$6,000
	VII	\$168,200	\$6,800
	VIII	\$181,800	\$7,700
	IX	\$197,100	\$7,700
	IX+	\$216,800	\$7,700
IX+ is equivalent to step IX plus one above scale increment			