

February 12, 2024

TO: Deans, Department Chairs, Directors, Senate Faculty, and Business Officers & Staff

FROM: Helly Kwee, Interim Director
Academic Personnel

RE: Issuance of Red Binder updates

A number of final revisions to the Red Binder, the campus Academic Personnel policy and procedure manual, have been posted on the Academic Personnel website, with an effective date of February 2024. A summary of changes is listed below.

The complete Red Binder, as well as the annotated changes are available on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

Summary of changes

II-9, II-11	Clarification of letter requirements for Unit 18 reviews
II-31	Correction of honoraria signature authority
III-1	Clarification of appointment duration for temporary research appointments
III-7, III-9	Update of document requirements checklist for research appointments & reviews
III-12	Clarification for solicitation template; deletion of UC familiar letters requirement for Professional Researcher series
III-16	Update of appointment criteria for Specialist series
VI-1, VI-7	Addition of Reproductive Loss Leave entitlement
VI-3	Clarification of sick leave usage; designated person technical update
VI-10	Technical update for APM references
VII-7	Vaccine policy update for academic job postings
VIII-8	Hellman Fellows program eligibility and award clarification