

March 4, 2019

To: Academic Business Officers and Analysts (via SBADM-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Career Review Case Training

In preparation for the upcoming release of advancement eligibility lists and the 2019-20 review cycle, the Academic Personnel Office is offering training that focuses on advancement cases. Specifically, this training will emphasize the department's role in appropriate preparation and management of career case reviews.

Career cases include those in which candidates are reviewed for promotion from Assistant/LPSOE level to Associate/LSOE, from Associate/LSOE to Full/Sr. LSOE, or advanced to step VI or Above Scale. Policy and protocol surrounding regular merit advancement cases can be complex, but career review cases require particular care. Errors that often originate at the department level at the start of the process propagate through the case life-cycle as review progresses. This can result in delays requiring additional work and staff time to mitigate, and can have significant consequences for the candidate and the campus.

Training will focus on appropriate case handling and will include discussion about departmental recommendation letters, extramural evaluations and referee selection, biobib preparation, etc. Although the emphasis will be on career reviews, this training is also relevant to regular merit advancement cases. Staff from both academic departments and research units are welcome.

**DATE: Friday, April 5, 2019**  
**TIME: 9:00-11:30 am**  
**PLACE: Library Instruction and Training Room 1312**

I encourage you to make this training opportunity available to your staff who manage or assist with personnel cases.

Advance registration will be required via the Academic Personnel website under Training and Workshops > Other Training, or link directly at:

<https://ap.ucsb.edu/~staff.training.registration>

If you have questions about this training, please contact June Betancourt at [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu) or x5728.

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