

April 1, 2024

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

From: Dana Mastro, Associate Vice Chancellor for 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 April 1, 2024. A summary of changes is appended.

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/>. Revisions to the advancement methodology and review categories are delineated in the attached summary, along with both technical updates and policy clarifications.

These changes include final versions of proposed revisions to Red Binder policies pertaining to the faculty merit and advancement process that were first circulated on February 1, 2024, for campus review and comment. The proposals were developed after extensive consultation with faculty and Senate leadership, senior administrators, and Academic Personnel staff, following analyses of campus and system-wide merit and promotion procedures (see [Fall 2023 AP Newsletter](#)). The revisions were part of an effort to improve the efficiency and transparency of our existing review practices and better align with APM guidance, while maintaining the reward structure at the core of our ongoing commitment to supporting faculty excellence at all stages of their careers.

Faculty and staff from all divisions, colleges, and schools submitted comments on the proposed revisions, and these comments led to further consideration and emendation, based on extensive, additional consultation with faculty, staff, and leadership at all levels. The finalized changes to policy, issued today and effective April 1, 2024, are the result of these discussions.

Cases under review during the current 2023-2024 case cycle will follow the policies and procedures in place at the commencement of the review. Cases in the 2024-2025 case cycle will follow the revised Red Binder provisions.

Academic Personnel will offer workshops throughout the spring, summer, and fall to support the transition to these new policies and practices. Faculty and Departmental AP staff are encouraged to attend to prepare for the next merit cycle. Please register for these sessions on the [Training and Workshop Registration](#) tab on the AP website. Workshops will be held at the times noted below.

- Tuesday, April 30, from 1:00-2:30 pm
- Thursday, May 16, from 1:30-3:00 pm
- Monday, July 15, from 2:00-3:30 pm
- Tuesday, October 1, from 1:00-2:30 pm

In addition, faculty and staff are always welcome to attend any of the weekly Academic Personnel [Zoom Office Hours](#) on Mondays from 1:00-2:00, to ask questions about these policies.

Thank you.

Section	Title	Summary of changes
I-2	Deadline Dates	Change of materials & bio-bib cut-off to August 31
I-4	Eligibility, Deferral & Mandatory Review	Overlapping steps normalized. Assoc V and Asst IV added
I-6	Career Equity Reviews	Clarify role of ad hoc committee
I-8	Off-Scale Salaries	Increments of .5 for advancements
I-10	Reconsiderations	Original review policies used apply in reconsiderations
I-14	Faculty appointments	New wording for soft-offers from dept. or Dean
I-27	Instructions for creation of the bio-bib	Move to new bio-bib system, changes in review categories for faculty series
I-30	Dean's Authority Cases	Include overlapping step increases in deans authority
I-31	Documents to be Submitted, Dean's Auth	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	Updates to 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	Add reference to sections I-36 and I-37
I-41	Promotion to Professor	Add reference to sections I-36 and I-37
I-42	Merit to Step VI	Add reference to sections I-36 and I-37
I-43	Merit to Above	Add reference to section I-37. Update criteria based on new methodology
I-50	Wording for Solicitation Letters	Remove professional activities as a separate review criteria
I-56	Teaching Professor series	Update title, new language to describe series
I-75	Appintment and Advancement	Reflect new methodology and application

Technical changes only: Use of Teaching Professor series working title, elimination of gendered language

I-3	Priority Designations
I-11	Acting Asst Prof and Acting Assistant 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	Unit 18 Faculty
VI-1	Leaves
VI-2	Sabbatical
VI-10	Additional Compensation
VI-26	Separations
VII-1	Policies on Open Recruitment
VIII-1	Career Development Awards