

April 10, 2023

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

FROM: June Betancourt, Director
Academic Personnel

RE: Red Binder updates

A number of final revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel website to be effective April 2023.

Updates and revisions to Red Binder Section I reflect changes and clarifications in policy and procedure related to senate faculty processes. These include discontinuing requirements for UC familiar letter writers, specifying external letter requirements, clarifying normative time at step, accelerations and eligibility, and more as listed in the summary of changes listed below.

Please note: additional changes affecting Academic Researchers (RA), Postdoctoral Scholars (PX), ASEs (BX) and GSRs (BR) are currently in effect but may not yet be reflected in Red Binder. Departments are advised to consult the MOUs available at UCnet <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/>. Departments may also contact AP staff.

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

I-4	Eligibility for early advancement before normative time at step clarified
I-14, VII-7	Discontinuation of APM 500 AAU April 30 recruitment deadline
I-22	Technical update (Prof VI letters no longer required)
I-27	Clarifies use of two sets of lines on the bio-bib
I-29	Clarifies outside activity to include honorary, visiting or other institutional appointment and foreign talent recruitment programs as Category I; clarifies annual reporting and summer period protocol
I-35	Refines teaching load requirements and recommended detail for department letter
I-36	Outlines appropriate timing, use and criteria for accelerated recommendations
I-37	Explanation of lateral advancements and clarification of eligibility following lateral advancement
I-42	Advancement to Step VI clarified as not including extramural letters; submission of CV recommended

I-15, I-34, I-46, I-75	Refines solicited letter guidelines; clarifies relationships in evaluator conflicts of interest; expands range of appropriate evaluators for LSOE series; eliminates the requirement for UC-familiar letter writers
I-48	Provides detailed examples for the list of extramural referees (coded list)
I-51	Outlines guidelines departments should follow for materials sent to external reviewers
I-67	Clarifies advancement when accompanied by administrative service
V-28	Specifies timekeeping in Kronos for deans and full-time faculty administrators
VI-3	Expands definition of sick leave under CFRA or FML
VI-4	Refines and expands possible conditions associated with childbearing
VI-17	Updates earn code for University awards
VII-1	Clarification of search waiver categories
VII-4, VII-5, VII-7	Pay transparency requirements in all job postings and advertisements (SB 1162 & AB 168); updated Interim vaccine policy language to use in job postings
VIII-1	Corrects award limitations for Early Career Development Awards

cc: Academic Senate
Labor Relations
Equal Opportunity