

Date: April 12, 2023

To: Senate Faculty
Academic Department Chairs and Deans
AP Department Business Officers and Staff

From: Dana Mastro
Associate Vice Chancellor
for Academic Personnel

Re: Upcoming Academic Personnel workshops for Senate Faculty and Chairs

As previously announced (see memo dated [January 6, 2023](#)), the Office of Academic Personnel is hosting several workshops for Senate Faculty, Department Chairs, and staff, during this Spring quarter. In addition, the Office of Teaching and Learning will be providing a workshop on writing effective teaching statements (see last table entry).

To ensure that participants receive Zoom information in time, we recommend that individuals from each appropriate audience register at: <https://ap.ucsb.edu/~staff.training.registration/> for all AP-sponsored trainings.

Department Chairs should check the *Chair Workshops* section.

Faculty should check the *Faculty Workshops* section.

Staff should check the *Other Training* section.

<i>Title</i>	<i>Target Audience</i>	<i>Date</i>	<i>Topics</i>
Faculty Office Hours with the AVC	All faculty	Friday, April 28 10:00 – 11:00am	Have questions about the merit/promotion process, or any other AP topic? Stop by this open forum to discuss these questions with the AVC and your fellow faculty.
Red Binder Updates affecting faculty MP cases	Department staff who manage faculty merit/promotion cases	Wednesday, May 3 9:30 – 11:30am	How recent RB updates translate to changes in how we handle faculty MP cases. <i>(Note: this supplants the Career Case Training normally scheduled during this time)</i>
Chair's Merit/Promotion Workshop	Department Chairs who will be overseeing merit/promotion cases during the upcoming cycle	Friday, May 5 1:30 – 3:00pm	Department Chair's roles and responsibilities during the review cycle, best practices, and common pitfalls to avoid. We will also focus on the impact of recent RB updates on case processing

Faculty Bio-bib Workshop	Faculty at any level esp. those interested in undergoing review during Fall '23	Friday, May 19 1:00 – 2:30pm	How to properly fill out your bio-bib and avoid common mistakes.
Writing Effective Teaching Statements <i>(provided by the Office of Teaching Learning)</i>	Faculty at any level, including those undergoing review during Fall '23	Friday, May 25 3:00 – 5:00pm	<p>Participants will:</p> <ul style="list-style-type: none"> • Identify how to present teaching experiences during the review period to highlight research-based “effectiveness” • Analyze what makes teaching statements in <i>their</i> discipline good • Begin to draft a teaching statement to be included in merit review • Receive resources and consultation for completing the teaching effectiveness statement <p>Contact otl@ltsc.ucsb.edu to register</p>

As a reminder, the AP office continues to host weekly Zoom office hours to assist staff and department Chairs with any AP matters. Office hours are held every Monday from 1:00 – 2:00pm, at:

<https://ucsb.zoom.us/j/82238434575>
Meeting ID: 822 3843 4575

Questions may be directed to Helly Kwee, helly.kwee@ucsb.edu