

Date: April 18, 2022

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

From: June Betancourt
Academic Personnel Director

Re: Merit/promotion training and workshops for faculty and staff

In preparation for the upcoming merit/promotion cycle, the Office of Academic Personnel is offering a series of training sessions geared toward faculty, staff, and department chairs. Please see the matrix below. To ensure that participants receive Zoom information in time, we recommend that individuals from each appropriate target audience register early using the links below.

Note that the *Promotion to Tenure Office Hour* session on May 2 is similar to the previous two sessions offered on April 5 & 7. The third session has been added due to popular demand. Asst Profs and LPSOEs have been directly emailed about this May 2 session.

Details about the Bio-bib Workshop have been sent to all senate faculty separately.

<i>Title</i>	<i>Target Audience</i>	<i>Date</i>	<i>Topics</i>
Promotion to Tenure Office Hours	FACULTY Assistant Professors and LPSOEs	Monday, May 2 12:00pm – 1:00pm Zoom TBD RSVP at https://forms.gle/2sPq1JGCiYXNkD1X8	Bring your lunch and questions about the tenure/SOE review process. No formal presentation; open Q&A
Career Case Training	STAFF Department staff who manage faculty merit/promotion cases	Wednesday, May 4 9:30am – 11:30am See <i>Staff Training Registration</i> at https://ap.ucsb.edu/ or directly at Registration Link	An overview of faculty career review cases and the process flow

Faculty Bio-bib Workshop (NEW)	FACULTY Faculty at any level planning to undergo review during Fall '22	Thursday, May 12 1:00pm – 2:30pm Zoom TBD RSVP at https://forms.gle/4QhpTrF74rsRCsdV7	How to properly fill out your bio-bib and avoid common mistakes
Chair's Merit/Promotion Workshop (NEW)	FACULTY Department Chairs who will be overseeing merit/promotion cases during the upcoming cycle	Thursday, May 26 10:00am – 11:30am Zoom TBD RSVP at https://forms.gle/CPZUc9MXdTzo5tmz6	Department Chair's roles and responsibilities during the review cycle

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