



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

April 21, 2015

To: Department Chairs, Directors, Business Officers and all faculty (Via SBCHR-L, SBDIR-L, SBADM-L, SBFACU-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Red Binder Updates

A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel web site. Major changes include:

- Routine and Non-Routine merit reviews are now referred to as ***Dean's Authority Reviews and Expanded Reviews***.
- The Academic Personnel online case processing system and other related functions have been rebranded as ***AP Folio***.
- Optional wording for tenure case solicitation letters in cases where extensions to the tenure clock have occurred has been (RB I-50)

A summary of all changes is listed below for your convenience.

The complete Red Binder, as well as the annotated changes may be viewed on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

Summary of changes

I-1, 1-2, 1-3, 1-4, 1-6, 1-15, 1-22, I-25, 1-26, 1-30, 1-31, 1-34, 1-38, 1-56, 3-5, 3-12, 3-14, 5-1, 5-2, 5-10, IX-18: These sections contain changes in terminology as follows: 1) change of advancement types from "Routine" to "Dean's Approval" and "Non-Routine" to "Expanded Review" intended to reflect the review process for cases vs. the type of case. 2) New name of "AP Folio" for the Academic Personnel online case process system and other related functions.

I-14 Clarification of affiliated vs. without salary faculty appointments. Additional information will be provided to department regarding affiliated appointments in PPS.

- I-27** Modification of wording to clarify bio-bibs are used by academic research appointees
- I-29** No exceptions for more than 39 days of outside professional activity are allowed. Naming of AP Folio
- I-35** No direct quotes from ballots or departmental discussion should be used in departmental letters
- I-50** Optional wording for tenure case solicitation letters regarding extensions of the tenure clock
- I-51** Consistency of materials sent to reviewers
- II-1** Correction of title code for recall of non-senate faculty for teaching
- II-24** Change in delegation of authority for Continuing Educators
- II-31** Clarification of process for payment of Guest Lecturers
- III-7** Clarification of vote and salary information requirements. Naming of AP folio.
- III-9** Reference corrections
- III-16** Wording clarification and naming of AP Folio
- III-17** Postdoctoral Scholar reference materials are now on the Academic Personnel web site
- III-23** Addition of parenthesis to clarify “Visiting” applies to Researchers and Project Scientists
- IV-2, VI-9, VI-10** Update of annual service period charts
- V-6** Academic appointees other than faculty may hold the working title of Curator
- V-20** Clarification of process for Visiting Professor of Practice and Professor of Practice
- V-25** Approval process for faculty administrators
- V-34** Approval process for other administrative positions
- VI-1** Application of policy to non-faculty academics

VI-15 Process for intercampus payment forms

VI-22 Alien salary advances are available to non-faculty academics

VII-7 Revised advertisement tag-line wording per OFCCP guidelines.

VIII-1 Clarification of procedures for Career Development Awards

VIII-3 (New) Summary of the Hellman Fellows Program

IX-3 (Deleted) references to other campus policies