April 23, 2021

To:        AP Department Business Officers and Staff

From:      Cindy Doherty, Director
           Academic Personnel

Re:        Career review case training

In preparation for the upcoming 2021-22 review cycle, the Academic Personnel Office is
offering training that focuses on advancement cases. Specifically, this training will
emphasize the department’s role in appropriate preparation and management of career
case reviews.

Career cases include those in which candidates are reviewed for promotion from
Assistant/LPSOE level to Associate/LSOE, from Associate/LSOE to Full/Sr LSOE, or
advanced to step VI or Above Scale. Policy and protocol surrounding regular merit
advancement cases can be complex, but career review cases require particular care.
Issues that often originate at the department level at the start of the process propagate
through the case life-cycle as review progresses. This can result in delays requiring
additional work and staff time to mitigate, and can have significant consequences for the
candidate and the campus.

Training via Zoom will focus on appropriate case handling and will include discussion
about departmental recommendation letters, extramural evaluations and referee
selection, biobib preparation, etc. Although the emphasis will be on career reviews, this
training is also relevant to regular merit advancement cases. Staff from both academic
departments and research units are welcome.

Date:      Wednesday, May 26, 2021
Time:      9:30am-12:00pm
Zoom Meeting:  TBD

I encourage you to make this training opportunity available to your staff who manage or
assist with personnel cases.

Advance registration will be required via the Academic Personnel website under Training
and Workshops > Other Training, or link directly at:
https://ap.ucsb.edu/~staff.training.registration

If you have questions about this training, please contact June Betancourt at
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