



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

April 3, 2014

To: Department Chairs, Directors, Business Officers and Academic Personnel Analysts (via SBCHR-L, SBDIR-L, SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Temporary Academic Research Titles

As you are aware, responsibility for processing and approval authority of all temporary academic research titles was transferred from the Office of Research to the Office of Academic Personnel in January 2014. I write to provide you with updates on projects related to temporary academic research appointments:

- On-line case management system. Specialist and Project Scientist series employees are being added to the Academic Personnel on-line case system. Appointments and advancements for these populations will be processed on line. Departments will have access to eligibility lists and reporting. Testing is planned for spring 2014, with implementation planned for summer 2014. Note that July 1, 2014 advancements for Specialists and Project Scientists are being processed on paper.
- Reappointment and modification requests. On-line functionality is being developed for processing of reappointments and modifications for Specialist, Project Scientist, and Research series. Testing is planned for spring 2014, with implementation planned for summer 2014.
- Red Binder policy updates. Policies for the Project Scientist and Specialist series are being reviewed and revised. Drafts will be circulated for campus review within the next few weeks.
- Workshops for business officers and academic personnel analysts. Workshops will allow an opportunity to discuss best-practices, new systems and procedures, and gather feedback for further improvements. Workshops will be held in late summer or early fall 2014.
- Data clean up in PPS. As information is being transitioned into our on-line system, verification is being done against PPS data with the goal of assuring consistency and accuracy between the two systems. This work is also part of preparation for the eventual transition to UCPath.

Our goals are to streamline and simplify processes, clarify and strengthen policy, and ultimately better serve both the employee populations and department staff responsible for facilitating this work. We appreciate your patience as we work to attain these goals.

Questions regarding temporary academic research appointees may be directed to Joanna Kettmann at Joanna.kettmann@ucsb.edu or x5048.