

Date: Apr 3, 2024

To: Deans, Department Chairs, Senate Faculty, Business Officers and Staff

From: Dana Mastro, Associate Vice Chancellor for Academic Personnel

Re: Online Bio-Bibliography for Senate Faculty

I am very pleased to share that a new online Bio-Bibliography has been launched for use in the 2024-2025 merit review cycle. There has been widespread demand for such an application to address a variety of concerns associated with the current document-based Bio-Bib. We are optimistic that this online Bio-Bib will alleviate many of these issues by reducing errors and streamlining the workload associated with the merit and promotion review process.

In developing the online Bio-Bib, over 200 faculty and staff spanning 22 Departments and all Divisions/Schools/Colleges, were solicited to evaluate and test preliminary versions of the application to help ensure accuracy, functionality, and disciplinary comprehensiveness. For the most part, this online Bio-Bib mirrors the categories and areas that appear in the document-based Bio-Bib; however, in addition to reflecting recent adjustments to the reporting of review categories, as outlined in the [April 2024 Red Binder revisions](#), it also contains a variety of features aimed at simplifying the entry of information and clarifying the information that is needed. The new online format will make it easier for faculty to keep their Bio-Bib current and up to date, which should streamline the reporting process and reduce staff workload.

Faculty are welcome to enter their own career record of research/creative activities. However, the EVC's Office will hire temporary clerical assistants, on a one-time basis, to assist faculty in entering or transferring relevant information about their career academic record. More information will be provided to departments about this process in the near future. Faculty undergoing a career review in the 2024-2025 case cycle may include a link to their most recent, cumulative Bio-Bib or cv with their one-of-a-kind materials, if entering the full record is impracticable prior to the review.

To access the online Bio-Bib, please go to <https://ap.ucsb.edu> and sign in with your UCSB credentials. Under AP Folio, you will see a link to the Bio-Bibliography. This will open the app, where you can input your accomplishments for each area of review. On the Bio-Bib Home page, you will find detailed instructions for navigating the app.

The straightforward design of the app and its consistency with the current Bio-Bib format and content areas are intended to be self-explanatory and provide seamless use. However, to support the transition to this online Bio-Bib app, we will be offering training sessions on:

- Friday, May 10th from 10:00-11:30 am
- Friday, June 28th from 1:00-2:30 pm

Please register on the AP Website [under Training and Workshops Registration \(Faculty Workshops\)](#). Additionally, the AP Office offers weekly [Zoom Office Hours](#) on Mondays from 1:00-2:00, where you can ask any questions you might have. We encourage all faculty and AP staff to participate in these sessions.

We expect to continuously incorporate new functionality and features over time to further maximize the utility of the app in meeting campus needs. Of course, as with any new application, there may be unanticipated glitches or shortcomings. Accordingly, we welcome feedback in identifying gaps or deficiencies in the system and appreciate your patience if unexpected challenges emerge in this initial launch. If you encounter any problems accessing the Bio-Bib or experience technical issues, you can report them to help@aait.usb.edu. You can also submit feedback on the content and features of the application to ap-info@ucsb.edu.

Thank you for your cooperation.