



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

April 30, 2015

To: Business Officers, Academic Personnel Analysts, and PPS preparers in Academic Departments (Via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Affiliated faculty appointments in PPS

Effective July 1, 2015, affiliated (i.e. “zero percent”) faculty appointments will no longer be tracked in PPS. Affiliated faculty appointments are currently entered into PPS as without salary appointments and distributions. Historically, PPS has been the only place that affiliated appointments could be tracked, with departments able to access the information. This approach has always been problematic. Faculty with joint appointments and multiple affiliations may “run out” of distributions in PPS making updating difficult, and data is often not kept up since affiliated departments are not always aware of advancements in rank or step. In addition, affiliated faculty appointments will not be easily accommodated in UCPATH. For a number of years, Academic Personnel has been tracking affiliated appointments via our internal system and that information is now available to departments on the Academic Personnel website via AP Folio.

You may access a list of the faculty holding affiliated appointments in your department by visiting the Academic Personnel website and signing on to AP Folio. Select the “Reporting” link, then, under the “Salary History” heading select “Ladder Faculty-Affiliated”. The list may be downloaded in Excel for your convenience.

Departments are asked to end all without salary faculty affiliated appointments in PPS effective June 30, 2015. Please put an end date of June 30, 2015 on both the appointment and distribution line. The duration code will need to be changed to “N”. The input may be done any time between now and June 30, 2015.

The following should NOT be removed from PPS: without salary appointments of faculty released to administrative positions (Deans, Vice Chancellors, etc.), faculty on special assignment to other programs (Station Q, KITP), or without salary appointments for any other type of academic appointee (Researchers, Adjunct Professors, etc.)

Red Binder I-14 has been updated to distinguish between faculty without salary appointments and faculty affiliated status.

Questions regarding PPS entry may be directed to Mayra Magana at Mayra.magana@ucsb.edu or at x3445.