

April 5, 2017

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

From: Alison Butler
Associate Vice Chancellor
for Academic Personnel

Re: Eligibility for Merit and Promotion Reviews: Senate Faculty and Continuing Lecturers

The lists of Senate Faculty and Continuing Lecturers eligible for merits and promotions during the 2017-18 academic personnel review cycle and effective July 1, 2018, are now available. Deadlines for departmental submission of cases are:

Faculty: Dean's Approval cases, Nov 13, 2017. Expanded Review cases, Dec 11, 2017
Continuing Lecturers: March 30, 2018

To access your eligibility list, please log on to the Academic Personnel web site and click on the **Eligibility Listing** link under the AP Folio heading. Links will then appear for each category of employees. Chairs as well as any staff within your office who have access to the on-line cases processing system have access to the eligibility information. In addition to viewing the lists you may download them to Excel or print PDF versions.

The July 1, 2018, eligibility screen for each employee category listed above includes three sections:

Faculty eligible for review to be effective 7/1/2018

List members are eligible for review based on their years at rank, step, or since last review. Mandatory reviews are noted and may not be deferred.

All other faculty in your department

These employees are not eligible for review based on years at rank, step, or since last review. However, Department Chairs should consider the performance since last review of each person on this list for possible acceleration, if justified.

Pending actions in current cycle

Those with cases under review and not yet completed in the current cycle are included in this section. Completed cases will be taken off this list and will appear under the "Eligible for review" or the "All other" headings, depending on the outcome of the current case. You can log on at any time to see an up-to-date eligibility list based on the cases completed as of that date. **Your list is considered "final" when no names appear in the "pending actions" section.**

Please note: The July 1, 2018 information is viewed by selecting "2017-18 Cycle - Actions Effective 7/1/2018" at the top of the page. You may also continue to access the July 1, 2017 eligibility list by selecting "2016-17 Cycle- Actions Effective 7/1/2017" at the top of the page.

If you have any questions or see any discrepancies related to the eligibility information, please contact Karen Moreno at karen.moreno@ucsb.edu or Helly Kwee at helly.kwee@ucsb.edu . Technical questions related to use of the site should be directed to help@aait.ucsb.edu .

Eligibility lists for Researchers, Project Scientists, Specialists and Academic Coordinators will be released on September 1, 2017. You will receive notification at that time.

To assure submission deadlines are met, please begin meeting with your faculty in a timely manner to advise each of them about going forward or deferring their cases.

cc: Deans
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