

May 18, 2017

To: Department Chairs, Directors, Business Officers and all faculty (via SBCHR-L, SBADM-L, and SBFACU-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Red Binder updates

A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel web site. A summary of all changes is listed below for your convenience.

The complete Red Binder, as well as the annotated changes are available on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

In addition, the following resources have recently been updated on the Academic Personnel website:

- Postdoctoral Scholars Appointment Form
- Postdoctoral Scholars Mid Appointment Salary Increase Form
- Pay and Service Period Chart (2017-18 dates)
- Graduate Student Maximum Employment Chart (2017-18 dates)

Summary of changes

I-1, I-14, VI-1	Delete I-1 and incorporate delegation of authority into relevant Red Binder sections.
I-8	Update of off-scale policies to reflect current campus practice.
I-29	Outside professional activity reporting required for both compensated and uncompensated activity in accord with system-wide policy.
III-14, III-16	Five-year mandatory review for Project Scientist and Specialist series.
III-25	Clarification of criteria for without salary visitor appointments.
IV-10	Elimination of title code 3276. All academic year GSR appointment will use title code 3284. The level of tuition and fee remission is based on the total eligible appointment percentage of time.

- VI-4, VI-5, VI-7** Clarification of request and approval process and delegation of authority for various types of leave. Clarification of requirement for prior approval if category 1 outside professional activities will take place while on leave.
- VI-10** Summer additional compensation dates for summer 2017.
- VI-17** Clarification of use of Summer Session dos codes.
- VII-1** Search waivers processed via UC Recruit rather than on paper.
- IX-25** Update to be in compliance with system-wide SVSH policy.

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