

May 19, 2022

To: Senate Faculty
Academic Department Chairs and Deans
AP Department Business Officers and Staff

From: June Betancourt, Director
Academic Personnel

Re: Updates on bio-bibliography materials

The Office of Academic Personnel has published revisions to the bio-bibliography template which may be downloaded from the Forms page on the AP website:

<https://ap.ucsb.edu/forms/>

Summary of template revisions:

- Additional information in the “Grants and Contracts” section
- Additional information in the “University Service” section
- Added a separate template for the SOE series

Please encourage your faculty to refer to these new templates when preparing their bio-bibs for their next merit/promotion cases.

Additionally, slides from the bio-bib workshop held on May 12, 2022, are available for download under: <https://ap.ucsb.edu/resources.for.academic.employees/>

Instructions for completion of the bio-bib may be found at [Red Binder I-27](#).

Questions may be directed to your Sr. AP Analyst, Lia Cabello, lia.cabello@ucsb.edu or Mira Lázaro, msslaza@ucsb.edu