

June 16, 2021

To: AP Department Business Officers and Staff  
From: Cindy Doherty, Director Academic Personnel  
Re: Academic Personnel training opportunities

The Academic Personnel office will be offering the following classes during the 2021-22 academic year. These classes may be taken as part of the Academic Personnel Certificate Program or on an individual basis and are intended for **staff without previous experience with the class topic or who would like to enroll for a refresher.**

- Introduction to Academic Personnel
- Faculty Primer
- Senate Faculty Appointments
- Academic Recruitments
- Research Titles
- Postdoctoral Scholars
- Teaching Titles
- Senate Faculty Advancements
- Student Titles
- Academic Leaves
- Additional Compensation

I encourage you to make these training opportunities available to your staff who may be interested in learning more about Academic Personnel.

Last year we restructured some classes to reflect the timing of academic personnel cycles. *Senate Faculty Appointments and Advancements, Parts 1 and 2* are now covered by the *Faculty Primer, Senate Faculty Advancements* and *Senate Faculty Appointments* classes. Although the list is longer, the total number of hours required to complete the certificate remains unchanged.

Those pursuing an AP Certificate should review their previous course registrations at the link below. If both *Parts 1 and 2* of the old class have been completed, then *Faculty Primer* is not needed in order to satisfy the certificate requirements.

In addition, a parallel series of advanced workshops will be offered **for staff currently doing work related to the specific topics.** These workshops are designed to provide an opportunity to discuss best practices and problematic situations related to various types of academic employees and processes. The format will be a brief presentation

followed by discussion time. Participants are encouraged to bring questions or examples of complicated scenarios and issues.

To register for classes, please go to the Academic Personnel web site under *Training and Workshops*, or link directly to: <https://ap.ucsb.edu/~staff.training.registration/>

**Please note:** Until further notice, all courses will be held over Zoom. The *Introduction to Academic Personnel*, *Faculty Primer* and *Senate Faculty Advancements* classes are currently listed for registration with a date and time. The remaining courses are available for registration with scheduling information TBA. Registrants will be notified of the actual dates and times once they are set.

Questions regarding this announcement or Academic Personnel training may be directed to June Betancourt at [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)

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