

June 20, 2024

TO: Deans, Department Chairs, Directors, Senate Faculty, and Business Officers & Staff

FROM: Leesa Beck, Assistant Vice Chancellor  
for Academic Personnel

RE: Issuance of Red Binder updates

A number of final revisions to the Red Binder, the campus Academic Personnel policy and procedure manual, have been posted on the Academic Personnel website, with an effective date of June 2024. A summary of all changes is listed below.

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/>

Summary of changes

I-4	Technical change: "special" changed to "overlapping", add Researchers to service period
I-17	Adds FRA repayment terms
I-27	Clarification of requirements for "Work Submitted" listing
I-31, 1-34, I-75, II-9, II-10, II-11, II-14, II-28, IV-3	Reflect change from ESCIs to SETs as of Summer 2024
I-36	Re-add acceleration language that was inadvertently deleted during last round of updates
I-46	Clarifies maintenance and re-use of external letters in career review advancement cases
I-50	Updated language for Teaching Professor series letters of solicitation
I-51	Clarification of materials sent to reviewers for Teaching Professor series
I-56	Formal update to Professor of Teaching job title
VI-17	Specifies earn code to be used for child care reimbursements
VII-7	Updated language for EO/AA statement
VIII-3	Clarifies end date by which Hellman funding must be exhausted