July 1, 2019

To: Department Chairs, Directors, Business Officers and Senate Faculty (via
            SBCHR-L, SBDIR-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 to be effective
July 1, 2019. A summary of all changes is included below for your convenience.
Changes reflect the following:

- Addition of outside activity report certification and bio-bib completeness
  certification to the faculty safeguard statement
- Transition from leave request processing on paper to the AP Folio Leave module
- Transition to OATs system for faculty reporting on outside professional activities
- Technical and other minor changes and updates

Additional instructions to faculty regarding the OATS system will be disseminated within
the next few days.

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-25, I-26, I-15, I-31, I-34, I-22	Addition of certification of bio-bib completeness and Outside Activity Reporting during review period to Safeguard & Certification Statement
I-29	Outside Activity Reporting transition to OATS.
VI-1, VI-2, VI-4, VI-7	Implementation of on-line leave request process
I-31, I-34, III-9	Change of "diversity statement" description to diversity, equity, and inclusion.
VI-26	Departments initiate UCPath transaction in cases of death
III-12	Technical clean-up of language for Researcher VI letters

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