

Date: July 17, 2024

To: Deans, Department Chairs, Unit Directors, Researchers, Project Scientists, Specialists, Business Officers and Academic Personnel Staff

From: Dana Mastro, Associate Vice Chancellor for Academic Personnel

Re: Online Bio-Bibliography for Researchers, Project Scientists and Specialists

I am pleased to share that our new online Bio-Bibliography which was recently launched for Senate Faculty, has been expanded to include Researchers, Project Scientists, and Specialists. We are hopeful that this new online system will streamline the preparation and review of the merit and promotion process, reduce errors, as well as make updating and maintaining the bio-bib in real-time more efficient and accurate.

The new online Bio-Bib for Researchers, Project Scientists and Specialists mirrors the categories and sections that appear in the document-based Bio-Bib. It also contains a variety of features aimed at simplifying the entry of information and clarifying the information that is needed.

Senate faculty across campus have begun transferring data into the new online format in preparation for the 2024-2025 review cycle. Researchers, Project Scientists and Specialists are also now able to input their record of activities into the new system for the upcoming case cycle. While the complete record of activities for the current review period must be entered in the appropriate sections of the online Bio-Bib, a PDF of the cumulative Bio-Bib or CV may be included with the one-of-a-kind materials, if entering the full, career record of research is impracticable.

To access the online Bio-Bib, please go to <https://ap.ucsb.edu> and sign in with your UCSB credentials. Under AP Folio, you will see a link to the Bio-Bibliography. This will open the app, where you can input your accomplishments for each area of review. On the Bio-Bib Home page, you will find detailed instructions for navigating the app.

The straightforward design of the app and its consistency with the current Bio-Bib format and content areas are intended to be self-explanatory and provide seamless use. However, to support the transition to this online Bio-Bib app, we will be offering training sessions on:

- Tuesday, September 17 at 1:00-2:30 p.m.
- Thursday, October 3 at 10:00-11:30 a.m.

Please register on the AP Website under Training and Workshops Registration at <https://ap.ucsb.edu/~staff.training.registration/> (under **Other Training**). Additionally, you may reach out to Joanna Kettmann at the Office of Academic Personnel, at joanna.kettmann@ucsb.edu should you have any questions that cannot wait until the above mentioned training.

Over time we plan to build and release new features to enhance the system and meet the needs of users. We welcome feedback in identifying gaps or deficiencies in the system and appreciate your patience if unexpected challenges emerge in this initial launch. If you encounter any problems accessing the Bio-Bib or experience technical issues, you can report them to help@aait.usb.edu. You can also submit feedback on the content and features of the application to ap-info@ucsb.edu.

Please forward this message to your academic researchers, and encourage them to register for the training workshops.

Thank you for your cooperation.