

July 19, 2024

To: AP Department Business Officers and Staff

From: Leesa Beck, Assistant Vice Chancellor for Academic Personnel

Re: Academic Personnel training opportunities

The Academic Personnel office's 2024-25 training offerings are posted.

AP Certificate Class:

The following certificate 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
Student Titles
Academic Recruitments
Senate Faculty Advancements
Research Titles
Postdoctoral Scholars
Academic Leaves
Senate Faculty Appointments
Additional Compensation

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

AP Workshops:

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. They are also designed to provide relevant updates to policy and procedure. The format will be a brief presentation followed by discussion time. Participants are encouraged to bring questions or examples of complicated scenarios and issues.

**** As a reminder, it is expected that *departmental staff who work with AP matters attend these workshops every year* to keep their knowledge of policies and procedures current. ****

We particularly encourage business officers and AP staff to attend workshops centered around represented populations and academic recruitments, as these are subject to frequent changes and updates.

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/>

Questions regarding this announcement or Academic Personnel training may be directed to Helly Kwee at helly.kwee@ucsb.edu