

July 25, 2019

To: Business Officers and Academic Personnel Analysts (via SBADM-L)  
From: Cindy Doherty, Director Academic Personnel  
Re: Academic Personnel training opportunities

The Academic Personnel office will be offering the following classes during the 2019-20 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
- Academic Recruitments
- Senate Faculty Appointments and Advancements, Parts 1 and 2
- Research Titles
- (New) Postdoctoral Scholars
- Teaching Titles
- 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.

In past years, Postdoctoral Scholars were covered in the Research Titles course. Starting this year, postdoc topics will be covered as a standalone course. Those pursuing an AP Certificate should review their previous course registrations at the link below. If the Research Titles course has already been completed, then the new Postdoctoral Scholars course 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 view the schedule and 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:** Only *Introduction to Academic Personnel*, *Academic Recruitments*, and *Senate Faculty Appointments and Advancements Parts 1 and 2* are currently listed for

registration with room locations and dates/times. 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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