

August 16, 2018

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 2018-19 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
- 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 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 the *Introduction to Academic Personnel* and the *Academic Recruitments* classes are scheduled at this time. The remaining courses are available for registration with scheduling information TBA. You will see “1/1/2020” as a placeholder date for courses which are not yet scheduled. Registrants will be notified of the actual dates and times once they are set.

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