

August 23, 2016

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 2016-17 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.**

- Introduction to Academic Personnel
- Academic Recruitments
- Ladder Faculty Appointments and Advancements
- 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 course is available for registration at this time. Other courses will be available as soon as dates have been finalized. A follow-up announcement will be sent out within the next few weeks.

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