

Date: August 27, 2024

To: Senate Faculty  
Academic Department Chairs and Deans  
AP Department Business Officers and Staff

From: Dana Mastro  
Associate Vice Chancellor  
for Academic Personnel

Re: Upcoming Academic Personnel workshops for Senate Faculty and Chairs

The Office of Academic Personnel is hosting or participating in several workshops for Senate Faculty and/or Department Chairs during the 2024-25 academic year.

To ensure that participants receive Zoom information in time, we recommend that individuals from each appropriate target audience register early at: <https://ap.ucsb.edu/~staff.training.registration/>, under either the **Faculty Workshops** or **Chair Workshops** sections at the bottom of the page.

Please note that, aside from the Annual AP Workshops, these sessions are intended to address issues and questions pertinent to faculty. Staff training is covered in the annual certificate and workshop series our office offers. Staff should register for courses under **Certificate Program, Non-Certificate Workshops, or Other Training**.

Title	Target Audience	Date	Topics
<b>New Faculty Orientation</b>	Newly appointed Senate faculty	<b>Friday, Sep 20, 2024</b> 1:00 – 5:00pm	Registration not available via AP Training Registration page. Please contact Jackie Snider at <a href="mailto:jsnider@ucsb.edu">jsnider@ucsb.edu</a> for more information.
<b>Search Plan Training for Committee Chairs</b>	Faculty on search committees in the upcoming recruitment cycle	<b>Friday, Sep 20, 2024</b> 9:30 – 11:30am <b>Wednesday, Sep 25, 2024</b> 9:00 – 11:00am	Successful configuration of search plans, which set parameters, requirements, and expectations for a recruitment's entire life cycle.
<b>April 2024 Red Binder Updates</b>	Faculty, Department Chairs, and AP staff	<b>Tuesday, Oct 1, 2024</b> 1:00 – 2:30pm	This is the final workshop introducing the <a href="#">April 2024 Red Binder updates</a> which will be in effect during the upcoming merit & promotion case cycle
<b>Chair's MP Workshop</b> (part of L&S New Chair Orientation)	Newly appointed Department Chairs—all departments welcome	<b>Thursday, Oct 10, 2024</b> 1:00 – 3:00pm	Department Chair's roles and responsibilities during the merit & promotion review cycle, best practices, and common pitfalls to avoid.

<b>Annual AP Fall Workshops</b>	Department Chairs, MSOs, and AP staff	<b>Monday, Oct 14, 2024</b> <i>MLPS, ENGR, Bren:</i> 10:00am – 12:00pm <i>SOSC, GGSE, HFA, CCS:</i> 1:00 – 3:00pm	Updates to AP policy, practice and procedures with Deans and CAP. Exact times and Zoom info will be sent separately
<b>Faculty Office Hours with the AVC</b>	All faculty	<b>Fall: Fri, Oct 25, 2024</b> 1:00 – 2:00pm  <b>Winter: Fri, Feb 28, 2025</b> 11:00am – 12:00pm  <b>Spring: Fri, Apr 11, 2025</b> 11:00am – 12:00pm	Have questions about the merit/promotion process, or any other AP topic? Stop by this open forum to discuss these questions with the AVC and your fellow faculty.
<b>Faculty Bio-bib Workshop</b>	Faculty at any level esp, those interested in undergoing review during Fall '25	<b>Friday, May 9, 2025</b> 10:00 – 11:30am	How to properly fill out your bio-bib and avoid common mistakes.
<b>Chair's Merit/Promotion Workshop</b>	Department Chairs who will be overseeing merit/promotion cases during the upcoming cycle	<b>Wed, May 28, 2025</b> 10:00 – 11:30am	Department Chair's roles and responsibilities during the review cycle, best practices, and common pitfalls to avoid.

Questions may be directed to Helly Kwee at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu)