

August 3, 2020

To: Deans, Department Chairs, Directors, Senate Faculty, and Business Officers (via SBCHR-L, SBDIR-L, SBFACU-L, and SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Consultation on Red Binder Changes

Proposed revisions to the Red Binder, the campus Academic Personnel policy and procedure manual, are now available for review and comment.

Significant changes include the following:

- Movement to electronic submission of one-of-a-kind materials with personnel cases. As announced on [June 30, 2020](#), the default method of submission of such materials will be via electronic means rather than hard copy. The proposed changes reflect this change.
- Methodology for calculating Above Scale increases. The majority of UC campuses have transitioned to, or are in the process of transitioning to, an increment vs. percentage basis for awarding Above Scale increases. The recommended change brings UCSB into alignment with other campuses' approach. The proposed approach of set increments standardizes increases, resulting in more equitable increases. Increases within Step IX are limited to no greater than a one-increment Above Scale increase.

A summary of changes is listed below. The draft changes may be viewed on the Academic Personnel web-site at <https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/> The link is not displayed publicly; please either link directly from this e-mail or cut and paste the address into your browser.

Please forward this notice on to other non-senate academic employees within your unit as appropriate. I would appreciate receiving feedback by **September 4, 2020**.

Comments may be e-mailed to my attention at Cindy.Doherty@ucsb.edu

Summary of changes

I-15, I-27, I-31, I-34, I-51, II-14, II-25, III-7, III-9, V-2 I-8, I-43	Electronic Submission of one-of-a-kind materials Change in methodology for Above Scale and within Step IX increases
I-75	Electronic submission of one-of-a-kind materials, clarification of service expectations, guidance on submission and evaluation of DEI statements
IV-1	Temporary change in campus authority for student employment limitation exceptions
VI-1	Contact with Sponsored Projects by PIs going on leave
VI-5	Clarification of submission process for ASMD requests
VI-15	Update of process for intercampus on-time payments

cc: Academic Senate
Labor Relations
Equal Opportunity

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