

September 12, 2018

To: Department Chairs, Directors, Business Officers and all faculty (via SBCHR-L, SBDIR-L, SBADM-L, and SBFACU-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Red Binder and other Academic Personnel resource updates

A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel web site. A summary of all changes is included below for your convenience. Changes reflect the following:

- The campus transition from PPS to UCPATH
- Updates to reflect system-wide policy changes
- Clarification of existing Red Binder language

The complete Red Binder, as well as the annotated changes are available on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/>

In preparation for UCPATH campus implementation, all appointment forms and upload screens have been updated to include position establishment and use information. When a new appointment request is submitted, departments will be required to indicate if a new position needs to be created or if an existing position will be used in support of the appointment.

In addition, the UCSB Biography form has been updated and the Dohrmann Loan application form is now available. All revised and new forms are available on the Academic Personnel website under the Forms tab.

### **Summary of Changes**

I-17, II-31, VI-9, I-70, VI-14, VI-17, VI-22, VI-26, VIII-9	PPS to UCPATH terminology changes
I-29	Clarification of faculty who are subject to APM-025 and criteria regarding involvement of students in outside professional activities.
I-31, I-75	Alternate evaluation method for small classes.
I-35	Guidance regarding external letters of evaluation. Alternate evaluation method for small classes.

I-48	Guidance regarding external letters of evaluation.
II-1, III-1, IV-1 VI-18	Short Work Break policy.
II-10	Additional proof of teaching performance. Clarification of approval authority for promotions to Sr. Lecturer.
II-14, III-9	Clarification of letter writers recommended by both the department and candidate.
II-28, III-23	Removal of reference to current salary as a consideration of proposed salary for new hires.
II-33	Adding process for approval of without salary teaching appointments.
III-7	Reference to Red Binder sections outlining requirements for external letters.
III-17	Process for Postdoctoral Scholar offers of employment extended prior to conferral of Ph.D.
III-20	Additional circumstance in which Research Associate title may occasionally be used.
V-20	Appointment process for Professor of Practice. Clarification of status as a working title.
VI-5	Change in maximum ASMD available.
VI-15, VI-17	Increase in honoraria maximum allowed with campus approval. PPS to UCPath terminology changes.
VI-19, VI-21	Delete sections. Relevant language incorporated into VI-9.
VI-23	Reinstatement of Dohrmann Loan program for Senate faculty.
VII-4, VII-5	Reflects standards for reimbursement of recruitment related expenses.
VIII-11	Campus minimum for establishment of an Endowed Chair set at \$1,000,000.

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