

September 16, 2020

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

From: Cindy Doherty, Director
Academic Personnel

Re: Red Binder 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 to be effective September 15, 2020. 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 changes bring UCSB into alignment with other campuses' approach. The increment methodology standardizes increases, resulting in more equitable increases. Increases within Step IX are limited to no greater than a one-increment Above Scale increase.
- Expanded guidance on self-statements.

A summary of changes is listed below. 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/>

Summary of changes

I-15, I-27, I-31, I-34, I-51, II-14, II-25, III-7, III-9, V-2	Electronic Submission of one-of-a-kind materials
I-8, I-43	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 self- statements in review cases

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

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu