

September 19, 2017

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. The “Summary of Draft Changes” included below and posted along with the draft sections will provide you with information about each proposed change. Within the documents changes are shaded; additions are marked in italics and deletions in strike-through.

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 past 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 **October 20, 2017**.

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

Summary of changes

- I-10** Review of reconsideration case must be complete before a new case may be submitted.
- I-14** Update of link to Senate bylaw 55 and revised wording for letter to prospective appointees.
- I-27** Clarification of mentoring and advising as University service.
- I-46** Clarification of processes for soliciting external letters of evaluation.
- III-7** Updates to checklist of materials to be submitted with research appointments.
- III-16** Addition of steps VI-IX in the Specialist series to reflect changes to the APM.

IV-1, VI-3, VI-4 Updates to leave entitlements for Graduate Student Researchers to reflect campus practice.

VII-4 Clarification of recruitment documentation requirements.

IX-20 Reference SVSH policies and general updates of language.

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