

October 6, 2021

To: Department Chairs and Business Officers (via Dept-Chairs and Dept-AP-Staff)

From: Office of Academic Personnel

Re: **REVISED TIME** - MLPS/ENGR/Bren session Oct 7: Annual Academic Personnel Workshops

Due to a last-minute scheduling conflict for the participating Deans, we are writing to let you know that tomorrow's annual Academic Personnel Workshop will start at 9:30am rather than 9am. The schedule is now as follows:

Division of Mathematical, Life & Physical Sciences, College of Engineering, and the Bren School

Thursday, October 7, 2021

9:30-11:00am (new time)

Webinar ID: 829 2951 1567

Link: <https://ucsb.zoom.us/j/82929511567>

Division of Social Sciences, Humanities & Fine Arts, Graduate School of Education, College of Creative Studies

Thursday, October 14, 2021

12:30-2:00pm (no change)

Webinar ID: 832 1236 6946

Link: <https://ucsb.zoom.us/j/83212366946>

Please share with relevant individuals in your department. We are sorry for the inconvenience. You may direct questions to June Betancourt at june.betancourt@ucsb.edu

September 24, 2021

To: Department Chairs and Business Officers (via Dept-Chairs and Dept-AP-Staff)

From: Office of Academic Personnel

Re: Annual Academic Personnel Workshops

I am writing to invite you to attend one of the upcoming annual Academic Personnel Workshops for Department Chairs and Departmental faculty or staff who manage academic personnel cases. The agenda for each meeting will include important updates on academic policy, practice, and procedures as well as an opportunity to interact with representatives of various reviewing agencies including Deans, CAP, and AP personnel. We will also discuss the impacts of COVID-19 related disruptions on the academic review process. No RSVP is required.

If you have topics that you would like to have addressed at the meetings, please email June Betancourt (june.betancourt@ucsb.edu). General questions regarding the meetings may be directed to Amy Donnelly (amymdonnelly@ucsb.edu).

Two separate workshops will be held:

Division of Mathematical, Life & Physical Sciences, College of Engineering, and the Bren School

Thursday, October 7, 2021
9:00-10:30am
Webinar ID: 829 2951 1567
Link: <https://ucsb.zoom.us/j/82929511567>

Division of Social Sciences, Humanities & Fine Arts, Graduate School of Education, College of Creative Studies

Thursday, October 14, 2021
12:30-2:00pm
Webinar ID: 832 1236 6946
Link: <https://ucsb.zoom.us/j/83212366946>

These meetings will provide a valuable opportunity to speak directly with leadership from all levels of the academic review process. Please plan for both the Department Chair or Vice Chair and the Business Officer or Academic Personnel Analyst to attend. Other faculty members who are formally designated with the responsibility of preparing merit cases (e.g., Case Managers) may also benefit from attending. It would be most advantageous to attend the session for your College or Division; however, you may attend the other session if you have a scheduling conflict. I look forward to this opportunity to meet with you.