

September 23, 2016

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

From: Alison Butler, Associate Vice Chancellor for Academic Personnel

Re: Annual Academic Personnel Workshops

I am writing to invite you to attend one of the upcoming annual Academic Personnel Workshops. This year we will be hosting meetings for Department Chairs and Business Officers, as well as a meeting for Directors and Business Officers from units other than academic departments. The agenda for each meeting will include important updates on academic policy, practice, and procedure as well as an opportunity to interact with representatives of various reviewing agencies. Chairs and Directors are asked not to delegate this responsibility to staff. No RSVP is required.

If you have topics that you would like to have addressed at the meetings, please email Cindy Doherty at [Cindy.Doherty@ucsb.edu](mailto:Cindy.Doherty@ucsb.edu). General questions regarding the meetings may be directed to Andrea Dittman at [Andrea.Dittman@ucsb.edu](mailto:Andrea.Dittman@ucsb.edu).

Two separate workshops will be held:

**For academic department Chairs and Business Officers:**

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

Friday, October 7

1:30-3:00pm

UCen Santa Barbara Harbor Room

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

Friday, September 30

8:30-10:00am

UCen Santa Barbara Harbor Room

Please plan to attend the session for your College or Division. You may attend the other session if you have a scheduling conflict. Both the Department Chair or Vice Chair and the Business Officer or Academic Personnel Analyst should plan to attend. This will be the only meeting bringing together people from all levels of the review process. I encourage you to take advantage of this opportunity to speak directly with the Deans, CAP leadership and me.