

September 5, 2017

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

From: Alison Butler
Associate Vice Chancellor
for Academic Personnel

Re: Eligibility for Merit and Promotion Reviews: Researchers, Project Scientists, Specialists, and Academic Coordinators

The lists of non-senate academic employees in the titles listed above, eligible for merits and promotions during the 2017-18 academic personnel review cycle and effective July 1, 2018, are now available. Deadlines for departmental submission of cases are:

Researchers: March 1, 2018

Specialists and Project Scientists: April 2, 2018

Academic Coordinators: May 1, 2018

To access your eligibility list, please log on to AP Folio via the Academic Personnel web site and click on the Eligibility Listing link. Links will then appear for each category of employees. Chairs and Directors as well as any staff within your office who have access to the on-line cases processing system have access to the eligibility information. In addition to viewing the lists you may download them to Excel or print PDF versions.

The July 1, 2018, eligibility screen for each employee category listed above includes the following sections:

Employees eligible for review to be effective 7/1/2018

List members are eligible for review based on their years at rank, step, or since last review. Mandatory reviews are so designated and may not be deferred. Please note that due to a change in campus policy implemented in May 2017, appointees in the Project Scientist and Specialist series are now subject to mandatory five-year reviews. An action must be selected for each eligible employee. Departments are encouraged to enter selections by January 31 to assist with planning.

All other employees in your department

These employees are not eligible for review based on years at rank, step, or since last review. However, Department Chairs and Directors should consider the performance since last review of each person on this list for possible acceleration, if justified.

If you have any questions or see any discrepancies related to the eligibility information, please contact the staff in Academic Personnel as follows:

Academic Coordinator eligibility: Helly Kwee at helly.kwee@ucsb.edu or Karen Moreno at karen.moreno@ucsb.edu

Researcher, Project Scientist, or Specialist eligibility: Joanna Kettmann at joanna.kettmann@ucsb.edu or Billy Ko at billy.ko@ucsb.edu

Technical questions related to use of the site: help@aait.ucsb.edu.

In order to assure that submission deadlines are met, I suggest you begin meeting with your academic employees in a timely manner to advise each of them about going forward or deferring their cases.

cc: Deans