

September 5, 2023

To: Department Chairs and Business Officers

From: Dana Mastro  
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 for Department Chairs and other 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. 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](mailto:june.betancourt@ucsb.edu)).

Two separate workshops will be held via Zoom as follows:

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

Date: Friday, October 13, 2023  
Time: 2:00 – 3:30pm

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

Date: Tuesday, October 24, 2023  
Time: 10:00 – 11:30am

Zoom information has been sent via the Chairs and Business Officers listservs. It will be distributed again as a reminder as the dates approach.

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.