

September 6, 2024

TO: Deans, Department Chairs, Directors, Senate Faculty, Business Officers, and AP Staff

FROM: Leesa Beck, Assistant Vice Chancellor for 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 draft changes may be viewed on the Academic Personnel website at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/>  
This link is not displayed publicly; please either access it directly from this email, or copy and paste the web address into your browser.

Comments on the proposed changes are due by **5:00pm on Monday, Oct 7, 2024**, and may be emailed to Helly Kwee at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu).

Summary of key changes:

|                |   |
|----------------|---|
| I-6            | Revisions to the Career Equity Review process   |
| I-29           | Provides resources to identify Foreign Talent Recruitment programs                      |
| I-49           | Add research titles to the external letter solicitation template                        |
| I-50           | Consolidate solicitation language for research titles                                   |
| I-75           | Clarify formal coursework instruction requirement                                       |
| II-14          | Add annual workload document requirement for Excellence Reviews                         |
| III-8          | Clarify off-scale and within-step advancements  |
| III-12, III-14 | Update eligibility and overlapping steps; move out solicitation template language       |
| III-16         | Move out solicitation template language   |
| IV-10          | Update GSR Trainee and Fellow job codes   |
| VI-4, VI-5     | Add foster care placement as qualifying event   |
| VI-18          | Clarify SWB-eligible research titles, update SWB Matrix link                            |
| VII-1          | Search waivers for employees currently in represented titles requires additional notice |