Academic Personnel News

The Bio-Bibliography   by: Alison Butler, AVC

The importance of your Bio-bib: What is your response when your department requests your Bio-bib? I can almost hear the groans, particularly if you have not kept your Bio-bib up-to-date since your previous review! Your department is probably requesting an updated Bio-bib in preparation of your next personnel case, yet is your response to procrastinate? *A fully updated Bio-Bib is actually quite important because this is the official record of your accomplishments in a review period*. You may also include with your personnel case materials, personal statements summarizing your research accomplishments, your self-teaching assessment, and your outreach activities, but the important items in these written analyses should also be on your Bio-bib.

How is your Bio-Bib used?: All reviewing agencies actually rely on the Bio-Bib to evaluate your work in a review period. The Deans make an independent assessment of the appropriate personnel action based on your Bio-bib and other reviewing documents. The Analysts in your Dean's office check the Bio-bib for accuracy in comparison to your previous Bio-bib. If your personnel case is not a Dean's Authority (Routine) case, then the Committee on Academic Personnel (CAP) relies on your Bio-bib to conduct its review, along with your other reviewing documents. The Analysts in the Office of Academic Personnel also see your Bio-bib, as do I. So an accurate Bio-bib is important.

UCSB's Bio-bib has a particular format with specific information in the four categories of review. The full publication record, or record of creative accomplishments, is included at each review. The "line is drawn" on the Bio-bib to indicate what items are new in the current review period and an asterisk is added to indicate items that were in press and counted in the previous review   For the categories of Teaching, Professional Activities and Service, only items in the current review period are included.   At career reviews, including promotion to Associate Professor with tenure, promotion to Professor, as well as evaluation for advancement to Professor VI and Professor Above Scale, your department sends out your Bio-bib to the external reviewers. In addition to the Bio-bib, you may include a more conventionally formatted *Curriculum Vitae*, if you wish, along with a description of your research accomplishments and selected publications.

Keeping your Bio-bib updated: Updating your Bio-bib on a real time basis isn't a bad idea. While updating your publications is relatively easy from one review to the next, it can be harder to remember details of your professional activities, if two, three, four or even five years have slipped by. As you give talks at conferences or colloquia at universities, record the title of your presentation, along with the date, and location. As you accept departmental and university service committee assignments, keep your Bio-bib updated. The template for the Bio-bib is on the Academic Personnel web site under "Forms" and instructions are in Red Binder I-27.

New Resources Available

A number of new resources have been added to the Academic Personnel web site. For a list of the helpful items added, for both department analysts and academic employees, go to the "Memos to Campus" heading on the Academic Personnel website.

Also, a number of new online forms have recently been made available through the "Forms" link. They include the Associate Appointment Form, Continuing Lecturer Annual Workload Form, and the Lecturer and Supervisor of Teacher Education Appointment Form. A Summer Session Associate Appointment Form will be added in the near future. Department staff are reminded to always use the posted version of all forms.

Graduate Student Appointments Tips and Resources

Limitations on Service

Graduate students are limited to 50% time employment during the academic quarters **in all combined appointment titles**, including non-academic titles, i.e. Student Assistant, Resident Assistant, etc.

> Exception to employ students above 50% to 75% time may be granted by the student's home department

> Employment above 75% time requires approval from the Graduate Division

Refer to the appointment title in **Red Binder** Section IV for exceptions eligibility

However, 50% time restriction applies to International Students and Associate appointments **without** exception

Employment Eligibility

Check with the student if he/she is currently employed in the same academic quarter

> Check PPS to see if there is an existing appointment

Use the **Eligibility Verification From Home Department Form** to obtain approval to hire a student - if the hiring department is **not** the student's home department

Use the **Exception to Employment Policy Form** for approval from the student's home department or Graduate Division for exceptions to employment

Forms are located on the Graduate Division's **website**

Documentation

For academic student titles, provide the student with the Notice of Appointment Letter prior to the start of the appointment

Samples can be found on the AP website /**Resources for Department Analysts/Graduate Student Appointments/**Sample Letters

The **new** Associate appointment request form can be found on the AP website/**Forms**

Policy Updates

Updates to Red Binder Section IV - Student Academic Titles

> *To* clarify processes for Academic Student Employees

> New section on Remedial Tutors

Updates to the **Student Employment Guidelines**

An early reminder that open ASE positions for the 2016/2017 Academic Year are to be posted on the campus website. AP will follow-up with instructions for postings.

As part of the **Academic Personnel Certificate Program** , the next workshop - Student Title Class will be held on February 10, 2016. To sign up, go to **https://ap.ucsb.edu/training.and.workshops/**, Staff Training Registration.

Questions regarding graduate student appointment policies may be directed to Billy Ko at x4441 or billy.ko@ucsb.edu.
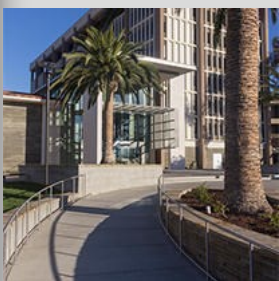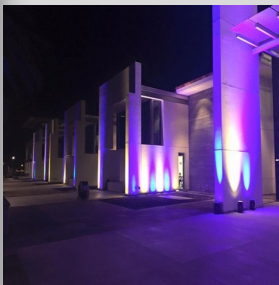
New Retirement Benefits for Future UC Employees

The Office of the President has issued information regarding the proposed new retirement benefits plan for future UC Employees. The announcement may be found on the Academic Personnel Website under the "Memos to Campus" heading.

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## Career Development Awards and Fellowships for 2016-2017

Applications are being invited for Career Development Awards and Fellowships, which are designed to provide faculty with time to strengthen their record of research by providing course release funds or summer research support. To learn more about these awards please go to the "Resources for Academic Employees" page on the Academic Personnel Website and click on the "Awards" link. The deadline for applications is February 1, 2016 at 5:00 p.m.

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Welcome Guides

Academic Personnel is happy to inform you that the *Welcome to UCSB—A Guide For Incoming Ladder Faculty* has been updated.

If your department would like some, please contact Mayra Magana, Academic Personnel Office Manager, at Mayra.Magana@ucsb.edu or by calling x3445.

WELCOME TO UCSB
A GUIDE FOR INCOMING LADDER FACULTY
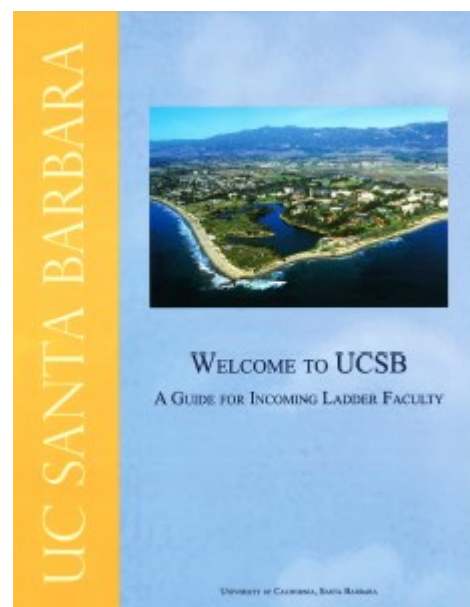
Upcoming Academic Personnel training opportunities

Student Titles	Wednesday, February 10, 2016	9:30-12:00
Academic Leaves	Thursday, March 10, 2016	9:00—11:30
Additional Compensation	Thursday, April 21, 2016	9:00—12:00

In addition to our regular course offerings, our workshop series are designed to provide an opportunity to discuss best practices and problematic situations related to various types of academic employees and processes. These workshops are intended for individuals currently doing work related to these topics.

Student Titles Workshop	Tuesday, February 16, 2016	9:30—11:00
Academic Leaves Workshop	Thursday, March 17, 2016	9:00—10:30
Additional Comp Workshop	Thursday, April 28, 2016	9:30—11:00

To register visit the Training and Workshops section on the Academic Personnel Website.

lynda.com

Learn About:

*Project
Management*

Microsoft Office

*Overcoming
your fear of public
speaking*

*Up and Running
with Twitter*

With our lynda.com campus subscription, all employees have user access to more than 4,000 software, creative, and business skills video tutorials that are current and taught by industry experts. With lynda.com, any UCSB employee can watch full courses or bite-size portions at their own pace from their computer, smartphone, or tablet.

Go to the **Training and Development** section on the Human Resources website for a sample course listing.

Learn **Grow** **Do**

Academic Personnel Contacts

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     Humanities & Fine Arts, Social Sciences, Academic Programs, Creative Studies, Education

Joanna Kettmann, Personnel Analyst, x5048, joanna.kettmann@ucsb.edu

     Research Titles

Billy Ko, Personnel Analyst, x4441, billy.ko@ucsb.edu

     Postdoctoral Scholars, Graduate Student Researchers

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