

June 25, 2025

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 (potential impacts to F'25 case cycle)

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.

Please Note: many of the revisions outlined in Red Binder sections pertaining to merit and promotion reviews are expected to take effect in the upcoming case cycle (for reviews taking effect 7/1/26), if approved. Please be sure to advise your faculty undergoing review and personnel responsible for shepherding their personnel cases, accordingly.

Comments on the proposed changes are due by **5:00pm on July 18, 2025** and may be emailed to Helly Kwee at helly.kwee@ucsb.edu.

Summary of key changes:

I-14, I-27, I-46, I-75, VII-1, VII-4, VII-5, VIII-1, VIII-10, IX-18	Executive Order compliance
I-31, I-34	Limits self-assessment length to 2 pages per area
I-36	Establishes standards for advancement and acceleration
I-41	Clarifies salary change at lateral advancement from overlapping step
I-44	Clarifies that retentions are submitted via AP Folio
I-50	Minor updates to research titles solicitation language
I-75	Updated language on DEI; provides more guidance on self-assessments, including new page limits
II-2	Clarifies when temporary assignments become permanent
III-8, III-9, III-12, III-14, III-16	Updated guidelines on merit/promotion reviews for research titles
VII-1	Updates to search waiver and pooled recruitment processes
VII-12	Removed; refer to APM 035 instead
VIII-1	Expands allowable usage of the award funds