

Introduction to the New Online Bio-Bib

May 10, 2024

June 28, 2024



Housekeeping Items

- Hold all questions until the end
- Chat will be disabled until we open for Q&A
- Reminder: this presentation is mainly geared toward the *technical* aspects of the new online bio-bib system.
 - It is not primarily meant to address academic-judgment-type questions such as what section a certain activity should be listed in
 - If we have time to address the academic questions, we will entertain them at the end. **Therefore, please hold such questions until all technical-related questions have been answered.**
- This presentation is geared toward Senate Faculty. Other titles will have different layouts/organization of info, but identical building blocks



Background

- Recent updates to Red Binder (released April 2024, in effect for the 24-25 case cycle)
- Three areas of review:

Professor Series	Teaching Professor Series
Research & Creative Activity	Teaching & Mentoring
Teaching & Mentoring	Professional and/or Scholarly Achievement and Activity
University & Public Service	University & Public Service
<i>(Professional Activities folded into Research or Service categories)</i>	



Log into AP website with UCSBNetID

AP Folio

- [Bio-Bibliography](#)
- [Salary History Information](#)
- Case Processing
 - [Sign Safeguard Statement](#)
 - [Reviewing Agency Reports](#)
- [Leave Request](#)
- [UC Outside Activity Tracking System \(OATS\)](#) 

<https://ap.ucsb.edu/>



Online Bio-Bib Organization

- Based on underlying title → areas of review displayed
- Professor Series:

View All Entries Filter by Date Range

Bio-Bib Home	Curriculum Vitae	I. Research & Creative Activity	II. Teaching & Mentoring	III. University, Public, and Professional Service
--------------	------------------	---------------------------------	--------------------------	---

- Teaching Professor Series:

View All Entries Filter by Date Range

Bio-Bib Home	Curriculum Vitae	I. Teaching & Mentoring	II. Professional And/Or Scholarly Achievement & Activity	III. University & Public Service
--------------	------------------	-------------------------	--	----------------------------------



Home Page

Bio-Bib Home

Curriculum Vitae

I. Research & Creative Activity

Instructions

To enter items into the Bio-Bib, click on the tab for the area of review.

Instructions for each area of review are available below:

- [Curriculum Vitae](#)
- [Part I. Research & Creative Activity](#)
- [Part II. Teaching & Mentoring](#)
- [Part III. University, Public, and Professional Service](#)




User guides with more detailed information on how to enter information

Create PDF

Please enter the review period

Cutoff Start Date

mm / dd / yyyy 

Cutoff End Date

mm / dd / yyyy 

Generate Bio-Bib



Enter review period start and end date to generate PDF containing items only within the current review period



Bio-Bib Assistant Authorizations

Contacts:

For technical issues: help@aait.ucsb.edu

For all other feedback: ap-info@ucsb.edu

Bio-Bib Assistants Authorizations

For use to grant Bio-Bib access (beyond Department Business Officer/AP Analyst) to personnel who will assist with data entry, e.g. faculty assistants.

Add New

Name	Email	Begin	End	Comments
No data available in table				



CV Tab

Bio-Bib Home

Curriculum Vitae

I. Research & Creative Activity

II. Te

Education

Edit

University of California, Los Angeles, BS, Biochemistry, 1997
University of California, Santa Barbara, MS, Computer Science, 2005

Area of Specialization

Edit

Please enter your specialization by clicking edit

Previous and Currently Held Academic or Professional Appointments

Edit

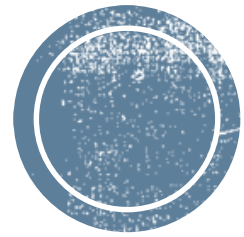
Please enter your appointments by clicking edit

Professional Organizations

Edit

Please enter your organizations by clicking edit





Scholarly & Creative Activity

Professor series: Research & Creative Activity

Teaching Professor series: Professional and/or Scholarly Achievement & Activity

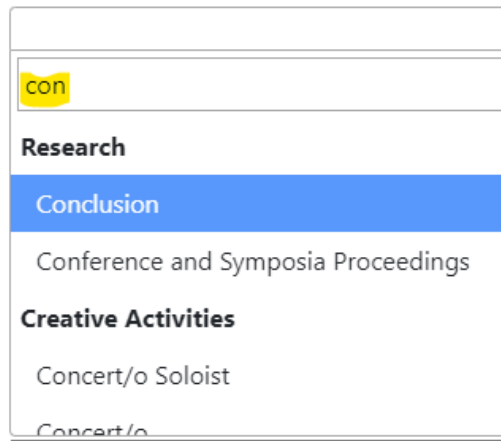
Publications & Creative Activity – Notes

- Publication month is required in order to correctly pull in items in the current review period– therefore, this can be estimated
 - e.g. journals that publish on a seasonal cycle– use “January” for winter issue
 - For In-Press items: can be the date it is accepted for publication in final format/in press
- “History” field: use this to convey info about the item’s status in relation to previous reviews, e.g.
 - Previously listed as In Press item B-2
 - Mistakenly left out of previous bio-bib



Publications & Creative Activity – cont'd

- You can type part of the name of the category to more easily bring it up from the drop-down:



A screenshot of a search dropdown menu. The search input field contains the text "con" in a yellow highlight. Below the input field, the dropdown menu is open, showing a list of categories. The categories are grouped into two sections: "Research" and "Creative Activities". Under "Research", the categories are "Conclusion" (highlighted in blue), "Conference and Symposia Proceedings", and "Creative Activities". Under "Creative Activities", the categories are "Concert/o Soloist" and "Concert/o".

- Before selecting the “Other” category when entering a publication/creative activity, check to see if it should go under “Other Scholarly Activities” instead



Career publications/creative activity

- Temporary clerical assistance from AP to transfer record of *prior* research/creative activity from most recent bio-bib to online system
- Prioritized by eligibility– see [AVC's 4/3/24 announcement](#)
 - Current priority: faculty eligible for review during 25-26 case cycle (*i.e. undergoing review during Fall 2025, for action effective 7/1/26*)
 - Next priority: 26-27 eligible faculty, and so on, until all of campus has been reached
 - If you are undergoing review during F'24, we will contact you when your next eligibility comes around
 - Career reviews can include previous bio-bib to account for prior publications/creative activity
- All faculty should be using the new system now, to enter current items/activities
 - You are also welcome to add prior review items yourself, if you wish





Professional Activities *(NOT a separate section!)*

Professor series: Research & Creative Activity OR Service

Teaching Professor series: Professional and/or Scholarly Achievement & Activity

Where do they go?

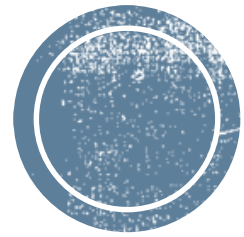
- Professor Series:
 - Research & Creative Activity section:
 - Academic Presentations
 - Research-related Grants & Contracts, Commissioned Creative Activity
 - Research Awards and Honors
 - University, Public, and Professional Service section:
 - Reviewing & Refereeing Activity
 - Special Appointments
- Teaching Professor Series:
 - Professional and/or Scholarly Achievement & Activity section





Teaching and Mentoring





Service

Professor Series: University, Public & Professional Service

Teaching Professor Series: University & Public Service

Generating the PDF

- To be submitted with personnel case online
- Spans the review period – **cutoff date MUST be end of month!**



Create PDF

Please enter the review period

Cutoff Start Date

07/01/2020



Cutoff End Date

06/30/2024



Generate Bio-Bib

Biobibliography

University of California, Santa Barbara

Helly Kwee

5/9/2024

This update refers to the period: 7/1/2020 to 6/30/2024

Curriculum Vitae

Education

University of California, Los Angeles, BS, Biochemistry, 1997



What's Next?

- Academic Researchers (+ separate training TBD)
- Importing course information from other campus sources
- Importing grad student information from other campus sources
- Other enhancements?
- Suggestions/Recommendations/Requests?
 - For technical matters:
 - help@aait.ucsb.edu
 - For general issues:
 - ap-info@ucsb.edu



Other Training/Resources

- Another offering of bio-bib workshop: Fri, June 28 @ 1:00pm
- More offerings of the Red Binder Apr 2024 updates training:
 - Thursday, May 16 @ 1:30pm
 - Monday, July 15 @ 2:00pm
 - Tuesday, Oct 1 @ 1:00pm
- AP Weekly Office Hours (for any AP topic)
 - Mondays from 1-2pm
 - Zoom Meeting ID: 822 3843 4575

