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
(Professional Activities folded into Research or Service categories)	

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

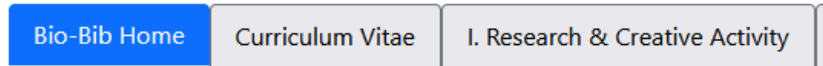| Bio-Bib Home	Curriculum Vitae	I. Research & Creative Activity	II. Teaching & Mentoring	III. University, Public, and Professional Service

▪ 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. Tea**

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

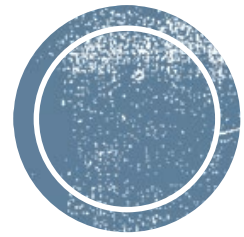**Previous and Currently Held Academic or Professional Appointments**

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

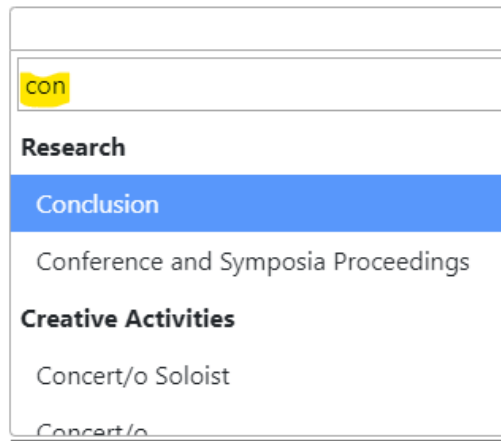Teaching Professor series: Professional and/or Scholarly Achievement & Activity

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: should 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:

- 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 <u>AVC's 4/3/24 announcement</u>
  - 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
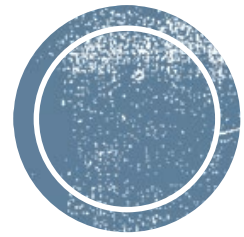
A note on Contracts & Grants

- Grants listed as "completed" will NOT have their amounts added to the totals at the bottom

- Therefore, if a grant was active during the current review period, mark it as "new" or "continuing" as appropriate
  - This still accurately reflects the status of the grant during the review period

- Once the current case has been completed (i.e. final decision letter issued), you may update the grant's status to "completed"

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 defaults to the end of month!

Create PDF

Please enter the review period

Cutoff Start Date July ▾ 2020 ▾

Cutoff End Date June ▾ 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

- More offerings of the Red Binder Apr 2024 updates training:
  - 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