

California State University, Northridge

Personnel Planning and Review Committee
Annual Report (May 2010)
Academic Year 2009-2010

I. Membership

The Committee membership consisted of the Faculty President and twelve members of the faculty elected by their colleagues in the eight Academic Colleges, the Library and the Student Affairs area. The Associate Vice President of Faculty Affairs, Penelope Jennings, served as Executive Secretary for the Committee.

John Adams	Modern and Classical Languages and Literatures
David Aks	Music
Jack Alanen	Computer Science
Karen Anderson	University Library
Marshall Bloom	University Counseling Services
Matthew Cahn	Political Science
Richard Castallo	Educational Leadership and Policy Studies
Deborah Cours	Marketing
Sheila Grant	Psychology
Fermin Herrera	Chicana/o Studies
Magnhild Lien	Mathematics
Jennifer Matos	Biology, Faculty President
William Whiting (Chair)	Kinesiology

II. Meetings

Fall Semester (6)

September 9
September 23
October 21
November 4
November 18
December 2

Spring Semester (11)

January 20
February 3
February 17
March 3
March 17
April 14
April 21
April 28
May 5
May 12
May 19

III. Committee Actions

A. Appeals of Negative Recommendations at the College Level for Tenure and/or Promotion

The Committee received no appeals.

B. Approval of 2010-2011 Academic Year Calendar of Personnel Actions

A proposed calendar for 2010-2011 personnel actions was approved.

C. Recommendation of Candidates for Emeritus Status

Twenty-seven senior tenured faculty members who retired during the 2009-2010 year or earlier were recommended for Emeritus status. (Attachment A).

D. Search and Screen Committees

The Search and Screen Committee for the Director of Equity and Diversity was convened during the 2009-2010 academic year, but not concluded by the end of the academic year.

E. Changes to Section 600 of the Administrative Manual

Substantial revisions to Section 604 (Professional Responsibility) were made by PP&R and approved by the Faculty Senate.

F. Review of College and Department Personnel Procedures

Seventeen sets of personnel procedures were reviewed. Fifteen new or revised sets of procedures were approved. (Attachment B).

G. Other Items

1. Chair of PP&R, AVP of Faculty Affairs, and PP&R representatives attended meetings with the Department Chairs, Department Personnel Committee Chairs, College Personnel Committee Chairs, Deans, and the Provost to discuss RTP criteria and process, PIFs, and criteria for early tenure and promotion.
2. "Guidelines for Review and Development of College and Department Personnel Procedures" were reviewed and revised.
3. "FAQs about Professional Information Files (PIF)" were reviewed and revised, including a question related to the impact of the faculty furlough program on faculty members under review. The document was sent to Department Chairs and Deans for distribution to faculty.
4. Chair of PP&R, the AVP of Faculty Affairs, and PP&R representatives attended the RTP workshop sponsored by the CFA.
5. Two PP&R members served on the Search and Screen Committee for the Director of Equity and Diversity.
6. Revised Section 6.1.f and Appendix B of the Manual of Procedures for Search and Screen Committees for Full-time Faculty Positions.
7. Revised the Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions.
8. Approved change in distribution of Section 600 and Section 700 manuals. Beginning with the 2010-11 AY, paper copies will be distributed to College Deans, Department Chairs, PP&R members, Academic Affairs Administrators, CFA Representatives, and new Tenure Track Faculty. All other faculty and staff

will be provided a link to a searchable electronic version of the documents. Notice of this change in distribution will be communicated to all tenure track faculty.

9. Reviewed PP&R new member orientation guidelines.
10. The Committee invited new members for “new member orientation” on May 12, 2010.
11. Approved waiver of Section 600 procedures, in the current case only, for the appointment of the Vice President for Student Affairs.

H. Matters Pending for the 2010-2011 Academic Year

1. Revision of “Guidelines for Review of Department and College Personnel Procedures.”
2. Development of “Guidelines for Documenting Publications in PIFs.”
3. Development of “Guidelines Related to Composition of Department Personnel Committees.”
4. Encourage departments to review their student evaluation instruments to ensure that questions are relevant and appropriate.

Attachment A

EMERITUS LIST
Academic Year 2009-10

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Abeles, Kim	Professor	1998-2008	Art
Akers, Alyce	Professor	1972-2010	Family & Consumer Sci
Athey, Joel	Assoc. Prof.	1989-2009	English
Chen, Chao	Professor	1988-2009	Finance, RE & Ins.
Chen, Raymond	Professor	1971-2010	Accounting & IS
de la Cruz, Enrique	Professor	2000-2010	Asian American St.
*Farivar, Sydney	Professor	1989-2005	Elementary Education
Feinberg, Victoria	Professor	1970-2010	Family & Consumer Sci
*Fleischer, Lawrence	Professor	1972-2009	Deaf Studies
Gold, Jerrold	Professor	1970-2010	Mathematics
Hardy, Donna	Professor	1969-2010	Psychology
Jeffries, Vincent	Professor	1968-2010	Sociology
Lucero-Wagoner, Brennis	Professor	1988-2010	Psychology
Lundblad, Heidemarie	Professor	1986-2010	Accounting & IS
Macias, Miguel	Professor	1977-2009	Civil Eng. & Applied Mech.
McIntyre, Ronald	Professor	1977-2010	Philosophy
Morrison, Philip	Professor	1971-2010	Art
Nichelson, Patrick	Professor	1972-2010	Religious Studies
*Piper, Terry	Professor	2001-2010	Educ Psych & Counseling
Regnat, Francoise	Professor	1972-2010	Music
Robinette, Karen	Assoc. Prof.	1988-2010	Family & Consumer Sci
Sanchez, Marta	Professor	1982-2007	Chicano/a Studies
Timmerman, Brenda	Assoc. Prof.	1998-2009	Computer Science
Toppen, David	Professor	1976-1988	Chemistry & Biochem.
Trost-Cardamone, Judith	Professor	1984-2010	Comm. Disorders & Sci
*Wren, Frank	Professor	1959-1974	Mathematics
Zvi, Jennifer	SSP/AR III	1989-2008	Center on Disabilities

* Indicates Posthumous nomination

Attachment B

Personnel Planning and Review Committee
2009-2010 College and Department Personnel Procedure Review

Procedures	Status
Department of Art	Approved
Department of Child and Adolescent Development (Part-time Procedures)	Approved
Department of Cinema and Television Arts	Approved
Department of Computer Science	Approved
Department of Educational Leadership and Policy Studies	Approved
Department of Educational Psychology and Counseling	Approved
Department of Educational Psychology and Counseling (Part-time Procedures)	Approved
Department of Elementary Education	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of English	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Finance, Real Estate and Insurance	Approved
Department of Journalism	Approved
Department of Kinesiology	Approved
Department of Mechanical Engineering	Not Approved
Department of Music	Approved
Department of Psychology	Approved
Department of Sociology	Will Resubmit Next Year
Department of Theatre	Approved Pending Revisions and Receipt of Clean Electronic Copy