

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 16, 2013 APPROVED BY COMMITTEE November 13, 2013

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM: Item #6

Members Present: John Adams, Katherine Dabbour, James Decker, Sheila Grant, Michael Kabo, Magnhild Lien, Louis Rubino, Judy Schmidt-Levy, James Solomon, Steven Stepanek

Member Absent: Deborah Cours, Julia Heinen, Carrie Rothstein-Fisch

Guest: None

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from October 2, 2013

The Committee reviewed the minutes of October 2, 2013. The Committee acted on the following motion:

MSP: That the minutes of the meeting of October 2, 2013 be approved.

Passed 7-0-2.

2. Announcements

Grant updated the Committee on the completion of the RTP Road Shows for academic year.

3. **Executive Session:** Update on Search for Associate Vice President for Faculty Affairs (Adams)

Adams updated the Committee on the progress of the search for Associate Vice President for Faculty Affairs.

4. **Executive Session:** Update on Process and Membership of Internal Search Committee for Associate Dean of Tseng College of Extended Learning

Grant updated the Committee on the progress of selecting members of the Search and Screen Committee for the Associate Dean of the Tseng College of Extended Learning. Grant shared that the search was continuing with the Charge meeting within the next few weeks.

5. Updates on Review of Department and College Personnel Procedures

The Committee discussed the progress in contacting the various departments whose personnel procedures were under review for the academic year.

6. Inquiry from the Department of Mathematics Related to Department Chair Election

Grant discussed with the Committee an inquiry from the Department of Mathematics regarding

spouses in the Department being allowed to participate in the Department Chair election. Whiting shared with the Committee CSU Coded Memorandum HR 2004-18 (Revised CSU Nepotism Policy) which states that “No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.”

After deliberation the Committee voted on the following:

- MSP:** That a faculty member shall not vote in an election for Department Chair in which the faculty member’s spouse is a candidate, and that Section 620.3 does not preclude a faculty member from participating in any discussions before the election.

Passed unanimously.

7. Inquiry from the Department of Nursing Related to Student Input in Review of Second-Year Probationary Faculty

Grant discussed with the Committee an inquiry from Department of Nursing related to student input within a faculty member’s RTP review. Grant referred the Department to Section 612.5.2.c.(4) that the DPC shall provide an opportunity for students to consult with the Committee regarding the teaching performance of the faculty member under review.

8. Inquiry from the Mike Curb College of Art, Media, and Communication Related to College Personnel Committee Review of Sabbatical Applications

Grant discussed with the Committee an inquiry from the Mike Curb College of Art, Media, and Communication pertaining to the number of members on the College Personnel Committee. The CPC has seven (7) members; however one member will be applying for a Sabbatical Leave. The CPC inquired if it would be able to continue as an even-numbered six-member committee. Grant advised the CPC that the Committee member applying for a Sabbatical Leave should recuse and that the remaining six Committee members would review and make recommendations on all Sabbatical Leave applications.

9. Inquiry from the Department of Urban Studies and Planning Related to Post-Tenure Review

Grant discussed with the Committee an inquiry from the Department of Urban Studies and Planning as to whether its DPC could serve as the Post Tenure Review Committee; specifically with one member on the committee was an associate professor. Grant informed the DPC that all members on the Post-Tenure Review Committee must be full professors.

10. Other Business

The Committee revisited its previous decision of allowing a DPC committee to consist of one (1) member for the purpose of making recommendations on candidates under consideration for promotion to Professor when there is only one Professor on the DPC. The Committee reaffirmed PP&R’s earlier decision that a one-person Committee may make recommendations in such cases. The Committee also discussed a question that had been received regarding the 14-day deadline of submitting peer-class visit reports to lecturers, and decided to wait to see how the 14-day deadline works this academic year.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 30, 2013 in University Hall 277. The meeting was adjourned at 3:25 p.m.