

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 13, 2013

APPROVED BY COMMITTEE December 4, 2013

Sub. to Exec. Comm. _____

Approved by Exec. Comm. _____

Sub. to Acad. Senate _____

Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: John Adams, Deborah Cours, Katherine Dabbour, James Decker, Sheila Grant, Julia Heinen, Michael Kabo, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy, James Solomon, Steven Stepanek

Member Absent: Magnhild Lien

Guest: None

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from October 16, 2013

The Committee reviewed the minutes of October 16, 2013. The Committee acted on the following motion:

MSP: That the minutes of the meeting of October 16, 2013 be approved.

Passed 9-0-1.

2. Announcements

None.

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 Search for Dean of the Mike Curb College of Arts, Media, and Communication (Cours)

Cours updated the Committee on the progress of the search for the Dean of the Mike Curb College of Arts, Media, and Communication. The deadline to begin reviewing applications is December 6, 2013.

5. Update on e-PIF Subcommittee (Dabbour)

The e-PIF subcommittee (Dabbour, Stepanek, Grant and Whiting) discussed its progress in researching the viability for the University to progress into e-PIFs. Dabbour shared with the Committee a survey to be sent out to full-time tenure-track faculty, along with reviewing agencies of PIFs, to assess faculty sentiment on the use of e-PIFs. The Committee made suggestions and revisions to the survey.

6. Updates on Review of Department and College Personnel Procedures

The Committee discussed the progress in working with departments whose personnel procedures are under review this academic year.

7. Discussion of Sections 632.4.2 and 612.5.2.c.(5).(b) Related to Equivalencies to Publication

Grant discussed with Committee editorial change needed in Section 612.5.2.c.(5).(b) to correspond with previous change made to Section 632.4.2. After deliberation the Committee voted on the following:

MSP: That Section 612.5.2.c.(5) remain and that Sections 612.5.2.c.(5).(a) and 612.5.2.c.(5).(b) be deleted as an editorial change to make Section 612.5.2.c.(5) consistent with changes made to Section 632.4.2 and approved in Spring 2013.

Passed unanimously.

8. Inquiry from the Department of Pan African Studies Related to Sabbatical Leave

Grant informed the Committee of an inquiry from Pan African Studies Department regarding potential issue from Faculty member submitting Sabbatical Leave application by deadline. The issue was resolved by deadline, so there was no further action needed.

9. Inquiry from the Department of Geography Related to Department Chair Review of Sabbatical Leave Applications

Grant informed the Committee of an inquiry from the Geography Department regarding the Department Chair potentially applying for a Sabbatical leave, and how the Department would evaluate other applications related to department resource implications. The Department Chair decided not to apply for a Sabbatical Leave so no further action was needed.

10. Inquiry from the Department of Religious Studies Related to Deadline Extension for Sabbatical Leave Application

Grant discussed with the Committee an inquiry from the Department Chair of the Religious Studies Department and a request for a brief extension to the deadline to submit Sabbatical application for the Chair due to a serious illness in the family. The Committee voted via email on the following:

MSP: The extension for the Sabbatical Leave application due date for the Department Chair of the Religious Studies Department was approved by the Committee.

Passed via Email Vote: 11-0-1

11. Inquiry from the Department of Pan African Studies Related to RTP Deadline Extensions

Grant shared with the Committee an executive decision by the Committee Chair (Grant) to grant the DPC and Department Chair of Pan African Studies a third extension for the retention letters to 2nd-year tenure-track faculty from November 7, 2013 to November 15, 2013 to correct errors made in the review process.

12. Inquiry from DPC Chair in Department of Family & Consumer Sciences Related to Review of Candidate for Tenure

Grant shared with the Committee an inquiry from the Department of Family and Consumer Sciences related to an Associate Professor's eligibility to review another Associate Professor under consideration for tenure only. Grant responded to the Department that a reviewer at the same rank may review for a tenure-only recommendation.

13. Inquiry from Department of Psychology for Deadline Extension to Submit Department Personnel Procedures to the College Personnel Committee

Grant reviewed with the Committee an inquiry from the Department of Psychology for a deadline extension to submit Department Personnel Procedures to the College Personnel Committee. The Committee had received the inquiry and voted via email with the following decision:

MSP: That the Department of Psychology be granted a two-week extension of the deadline to submit Department Personnel Procedures to the College Personnel Committee.

Passed via Email Vote: 9-2-1

14. Inquiry from Department of Theatre Related to Personnel Committee Member on Partial Leave

Grant shared with the Committee an inquiry from the Department of Theatre related to whether or not a faculty member on partial leave is eligible to serve on the Department Personnel Committee. Grant informed the Department that the faculty member may serve on the DPC if the faculty member is willing to serve and is available to attend all committee meetings and perform all DPC functions.

15. Inquiry from Department of Business Law Related to Peer Class Visits

Grant shared with the Committee an inquiry from the Department of Business Law related to a member of the College Personnel Committee conducting peer class visits within the member's department. Grant informed the Department that Section 600 does not prohibit a member of a CPC from conducting department peer class visits.

16. Inquiry from Department of Cinema & Television Arts Related to Faculty Office Hours

Grant shared with the Committee an inquiry from the Department Chair of Cinema and Television Arts related to any contract provision or CSU policy that indicates if faculty office hours must be held on campus or if any number of office hours can be fulfilled via email. Grant informed the Department Chair that there is no University standard or policy for faculty office hours; however some departments and colleges may have policies and/or guidelines.

17. Other Business

None.

18. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on November 27, 2013 in University Hall 277. The meeting was adjourned at 2:45 p.m.