

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 4, 2013

APPROVED BY COMMITTEE January 22, 2014

Sub. to Exec. Comm. _____

Approved by Exec. Comm. _____

Sub. to Acad. Senate _____

Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

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

Members Absent: John Adams, James Decker

Guest: None

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from November 13, 2013

The Committee reviewed the minutes of November 13, 2013. The Committee acted on the following motion:

MSP: That the minutes of the meeting of November 13, 2013 be approved as amended:

Passed 7-0-1.

2. Announcements

Rothstein-Fisch shared with the Committee an article regarding the validity of teaching evaluations in Higher Education.

3. **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.

4. **Executive Session:** Meeting with Elizabeth Say on the Report on Section 600 Search for Associate Vice-President of Faculty Affairs (time certain: 1:30 pm)

Dean Say met with the Committee to report on the Section 600 Search for Associate Vice President of Faculty Affairs and request approval of the search process. After discussion, the Committee acted on the following motion:

MSP: That the search process for the position of the Associate Vice President of Faculty Affairs be approved.

Passed unanimously.

5. Update on e-PIF Subcommittee (Dabbour)

The e-PIF subcommittee (Dabbour, Lien, Stepanek, Grant and Whiting) discussed its progress in researching the potential use e-PIFs. Dabbour shared with the Committee that the survey, to be sent out to full-time tenure-track faculty and reviewing agencies to assess faculty sentiment on the use of e-PIFs, would be distributed to the campus within the first several weeks of the Spring 2014 semester, no later than February 14, 2014.

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. The deadline for Colleges to submit to PPR is December 16, 2013.

7. Inquiry from Dean of Health and Human Development Regarding Serving on PP&R during a Sabbatical

Grant discussed with Committee an inquiry from the Dean of HHD regarding a faculty member serving on the PPR Committee during a sabbatical leave. The Committee discussed Section 612.2.4.a. and concluded that this Section allows the PPR member to still participate and serve on the PPR Committee during the sabbatical leave if the faculty member is available and willing to do so.

8. Inquiry from Library Regarding Membership of their CPC

Grant discussed with the Committee an inquiry from the Library CPC. One member on the Library CPC has fallen ill and is no longer able to serve. CPC inquired if they can continue as a two-member committee. The Committee voted via email on the following:

MSP: That the Library CPC continue as a two-member committee this academic year (without setting precedent):

Passed via email vote: 11-0-0

9. Inquiry from Health Sciences Department Regarding Membership of a Post-Tenure Review Committee

Grant discussed with Committee an inquiry from the Health Sciences Department regarding membership of the Post-Tenure Review Committee. Grant informed the Department that if the Department is electing the Post-Tenure Review Committee, there needs to be a minimum of two members on the committee. Full professors and the Department Chair may serve on the committee. The Department will determine which faculty members are on the ballot, and how many members will be on the committee.

10. Inquiry from English Department Regarding Submission of Personnel Procedures

Grant discussed with Committee an inquiry from the English Department regarding submission of personnel procedures. The deadline for departments to submit department personnel procedures for review was November 12, 2013. The English Department did not meet the deadline and contacted Grant on Nov. 13, 2013. Grant informed the Committee that she made an executive decision to grant an extension until Friday, Nov. 15, 2013 by 5 pm.

11. Inquiry from Mathematics Department Regarding Faculty Being Considered for Early Promotion Outside Reviewers of Scholarly Contributions Required

Lien discussed with the Committee an inquiry from the Mathematics Department regarding department personnel procedures that require outside reviewers of scholarly contributions to the field of study. The concern by outside reviewers is that their review of the faculty member under consideration may not be kept confidential. However, since the reviews are included in the RTP review process, and therefore included in the PAF, confidentiality cannot be guaranteed.

12. Inquiry from Department of Environmental & Occupational Health Regarding Establishing a Search Committee for a New Department Chair

Grant discussed with the Committee an inquiry from the Environmental and Occupational Health Department regarding establishing a search committee for a new department chair. Since EOH is a small department, the department decided to use a “committee of the whole” so that all faculty members would participate in the Department Chair search. The Department inquired if the vote for the candidates should be shared with the faculty members. Grant informed the Department that any candidates for Department Chair cannot serve on the search committee. Grant also informed the Department that the results of the vote are forwarded to the Dean, but otherwise the result of the vote is kept confidential within the search committee.

13. Discussion of Granting Emeritus Status to Lecturers

At the most recent Faculty Senate meeting, the topic of granting Emeritus status to Lecturers was introduced, and the topic is being brought to PP&R for discussion and consideration. A subcommittee of the following members was established:

Judy Schmidt-Levy
Julia Heinen
William Whiting (ex officio member)

The subcommittee will be in charge of researching issues related to granting Emeritus status to Lecturers.

14. Other Business

None.

15. Adjournment

The next meeting of the Committee is tentatively scheduled for 1:15 p.m. on December 18, 2013 in University Hall 277. The meeting was adjourned at 3:05 p.m.