

Date: September 28, 2007

To: Department Chairs
Chairs, Department Personnel Committees

From: Penelope Jennings
Associate Vice President, Faculty Affairs and Executive Secretary to PP&R

Subject: Submission of Proposed Revisions in Department Personnel Procedures

Section 600 (the *Administrative Manual*) requires the periodic review of College and Department personnel procedures, a policy change that was passed by the Personnel Planning and Review Committee (PP&R) and approved by the Faculty Senate and President Koester in Spring 2005:

Section 612.4.2.b.(5). College criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to the Personnel Planning and Review Committee for review and approval. Procedures not forwarded to, and approved by, the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b.(6) for effective date for new or revised criteria.

Section 612.5.2.f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to the Personnel Planning and Review Committee for review and approval. Procedures not forwarded to, and approved by the College Committee and the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

The Chair of PP&R, Karen Anderson, has asked that I remind you that the 2007-08 Academic Year Calendar of Personnel Procedures requires that the departments submit revisions to their personnel procedures to the College Personnel Committee by November 16, 2007 and that the College Personnel Committees submit any revisions to college or departmental procedures to PP&R by February 8, 2008.

The attached spreadsheet lists Department and College personnel procedures with the date of most recent approval. If you have questions about the dates listed for review, please let me know as soon as possible. Because of the change in policy in *Section 600* it is critical that Departments and Colleges with procedures dated 2002 or earlier, review them for possible revision or reaffirmation and forward them to the appropriate review committee by the dates stated above. This is particularly important since under the revised Section 612.2, those Department and/or College Personnel Procedures older than five years that have not been submitted for review will be considered obsolete, and Department and/or College criteria, policies and procedures will revert to Section 600.

If revisions are proposed, please complete the information requested on the "Coversheet for College/Department Personnel Procedure Revisions" and forward a complete set of personnel procedures with any proposed revisions. The cover sheet is available through the Faculty Affairs website <http://www.csun.edu/~facacct/forms/>.

Thank you for reviewing the procedures. If you have any questions on this matter, please contact me at Ext. 2962 or Karen Anderson at Ext. 3285.

PJ:rm
n: persl policies-dept:reminder0708

cc: Provost Hellenbrand
College Deans
Chairs, College Personnel Committees

Chair, PP&R
Members of PP&R