

FAQs and Fiction Regarding your Service on the PP&R Committee: A Faculty Orientation and Set of Guidelines

Congratulations on your election to the CSUN Personnel Planning and Review Committee. We have created this modest orientation document to help make your transition onto the committee as seamless as possible. We will try to cover the main expectations and highlights of PP&R service in a FAQ format.

How often do we meet during a semester, and how long are the meetings?

During the Fall semester, we meet regularly every other Wednesday from 2 p.m. to about 5 p.m. Emergency meetings are rare in the Fall semester, however many PP&R subcommittees chose to meet on the alternate Wednesday, so it is best to keep your Wednesday afternoons free.

During the Spring semester, we meet every Wednesday from 1:15 p.m. to about 5 p.m., but we also have several weeks of additional special sessions dealing with tenure and promotion appeals. Those special sessions take place from mid-April to early May. Also, very early in the Spring semester, it may be necessary to have a few special sessions for appeals from Second-Year probationary faculty, if there are any such appeals.

That sounds like a lot of meetings, what do we do at these meetings?

During the Fall semester, the bulk of our work is spent revising, clarifying, and updating Section 600. Some of the Section 600 work is unfinished carryover from the previous academic year, but most of the Section 600 work is on new areas of concern identified by the Chair and the Office of Faculty Affairs early in the Fall semester. Typically, the Chair will divide the Section 600 work into various subcommittee assignments. It is not unusual for each member to serve on several of these Section 600 subcommittees throughout the year. Most subcommittees are made up of about three members. Subcommittee tasks and assignments are reasonable and not overwhelming. The subcommittees tend to work very efficiently and effectively. Most subcommittees tend to do their work *via* email (unless it involves RTP matters). Some, however, find it necessary to meet in person. The subcommittees present their findings and proposals to the full PP&R Committee at a regularly scheduled meeting.

During the Spring semester, we continue working on revisions to Section 600, but the majority of our work consists of evaluating the files of faculty who have appealed a negative RTP decision at the College level and of interviewing those persons involved with the appellants' cases. This can be grueling and very time-consuming, but it is the most important and rewarding thing that you will do on the committee. As mentioned earlier, reviews of appellants' cases take place from mid-April to early May, so adjust your personal calendar accordingly.

Another very time-consuming task in the Spring is to continue to review department and college personnel procedures that we have received by (or after) the deadline for submitting them to PP&R, which is listed in the Academic Year Calendar of Personnel Procedures found in the back of Section 600.

During the Spring semester, we also evaluate the applications of faculty who have applied for Emeritus status. This is usually done by the Committee as a whole in a single meeting in April.

Discussing and resolving appeals seems to be a big event in the Spring. What are these and how many are there? (And we don't really have to review every single RTP application?)

It is a common misconception that PP&R reviews all applications for RTP. Actually, we only review the trickier more problematic cases - cases which usually involve an appeal initiated by a faculty member. But there are not as many appeals as you may think. When a faculty member appeals, it is typically because (s)he received a positive recommendation at the department level, but a negative recommendation at the College level. Other situations for appeals are possible, but this common type ranges in frequency from about 5 to 10 per year, all in the spring semester.

What do I need to bring to the weekly meetings?

- ✓ The agenda for the meeting (sent to you earlier from the Faculty Affairs Office)
- ✓ The unapproved minutes of the prior meeting (sent to you earlier from the Faculty Affairs Office)
- ✓ Your Section 600 Manual (the "Blue Book") and Section 700 Manual (the "Green Book")
- ✓ Your personal calendar for scheduling special sessions and subcommittees

Do I have any responsibilities to my College as its representative to PP&R?

You may be asked questions about RTP or Section 600 by faculty, chairs, or the Dean of your College. Many you will be able to answer yourself. Others you may want to refer to the Chair or to the Executive Secretary of PP&R (AVP Faculty Affairs) or suggest as an agenda item for a future PP&R meeting.

Sounds like a busy group. Is there anything else for which I should "brace" myself?

If you study your Section 600, you will notice that the search committees for various positions on campus require that PP&R appoint a member or members to the search committee. It is not unusual for three or four members of PP&R to be serving on such search committees during the year. It's an additional, time-consuming task, but high profile, and very important and rewarding.

What should I keep in mind about confidentiality?

What is discussed when PP&R is in "executive session" should never be discussed or alluded to outside the meeting. Committee work involving drafting, editing, or discussing letters related to RTP or any other personnel actions should never be exchanged by email or discussed or alluded to outside the committee.