

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 9, 2009 APPROVED BY COMMITTEE September 23, 2009

Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEMS:

Members Present: John Adams, David Aks, Jack Alanen, Karen Anderson, Marshall Bloom,  
Matthew Cahn, Richard Castallo, Sheila Grant, Fermin Herrera, Jennifer Matos,  
William Whiting

Member Absent: None

Staff: Penelope Jennings, Executive Secretary, Rian Medlin

Guests: Provost Hellenbrand

1. Approval of Minutes of May 20, 2009

The Committee reviewed the minutes from May 20, 2009. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of May 20, 2009 be approved.

Passed with 5 abstentions.

2. Announcements

A. Jennings distributed to the Committee the 2009-10 Academic Year editions of the Section 600 and Section 700 *Administrative Manuals*, and the Manual of Procedures for Search and Screen Committees for Full-time Faculty Positions, and discussed the purpose of each manual.

B. Whiting announced that the following administrative appointment was made during the summer: Shoeleh DiJulio, Associate Dean for the College of Engineering and Computer Science.

C. Whiting discussed with the Committee the 2009-10 Academic Year Calendar of Personnel Procedures, as well as the PP&R meeting schedule for the academic year.

3. Report on Senate Executive Meeting of the Faculty Senate Related to Proposed Changes to Section 604

Whiting reported to the Committee that the Executive Committee of the Faculty Senate had suggested revisions to the proposed changes to Section 604 related to Professional Responsibility. After discussing the suggestions, the Committee acted on the following motions:

**MSP:** That Section 604.1.4 be revised as follows:

- 4.3. Practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction, and free expression.

Passed 9 yes to 2 no.

**MSP:** That the new Section 604.1.4 be revised as follows:

4. Respects the ethical and legal principles and guidelines of his or her discipline.

Passed unanimously.

**MSP:** That Section 604.2.7 be revised as follows:

- 7 5. Makes ~~every~~ reasonable efforts to assure that evaluations of students ~~reflect their true merit and are based on their academic performance, professionally judged and not on matters irrelevant to that performance, such as personality, degree of political activism, personal beliefs, race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age.~~

Passed 8 yes to 2 no.

**MSP:** That Section 604.2.9 be revised as follows:

- 9.7. Makes ~~every a~~ reasonable efforts to assure that ~~all students are treated~~ treat each other with civility, understanding, and respect ~~whenever the professor has responsibility for students and is acting in a professorial, professional, and/or mentoring role and that students and~~ do not denigrate, humiliate, or stigmatize ~~other students~~ each other on the basis of race, religion, color, disability, ~~sex~~ gender, sexual orientation, national origin, ancestry, or age.

Passed unanimously.

**MSP:** That Section 604.4.4 be revised as follows:

4. ~~Determines the amount and character of the work that can be done outside the institution while fulfilling primary responsibilities within it. Recognizes that outside employment shall not conflict with normal work assignments or satisfactory performance of all duties.~~

Passed unanimously.

4. RTP “Road Shows”

Whiting discussed the schedule of the RTP “Road Show” meetings with the Provost, AVP of Faculty Affairs, members of PP&R, Deans, Department Chairs, and Department and College-level Personnel Committees. PP&R members were encouraged to attend the meeting scheduled for their College.

5. Department and College Personnel Procedures

- A. The Committee discussed personnel procedures that are to be reviewed during the 2009-10 Academic Year. Subcommittees will be created to review the procedures at the Committee's next meeting.
- B. The Committee discussed the Guidelines for Review of Department and College Personnel Procedures and will review the document for revisions at the next meeting.

6. **Executive Session: Report on Retention, Tenure and Promotion Actions Taken 2008-2009**

Jennings reported to the Committee a summary of the retention, tenure, and promotion decisions made by the Provost during the 2008-2009 Academic Year.

7. Review of PIF Guidelines

The Committee discussed the "FAQs about Professional Information Files (PIFs)," including draft language related the impact of faculty furloughs on probationary faculty, and will review the document for revision at the next meeting.

8. Request for Clarification Related to Composition of Department Personnel Committees

Whiting discussed with the Committee concerns that were raised by an Associate Professor under review for promotion in rank to Professor this year about the composition of the Department Personnel Committee and the College Personnel Committee. Both committees include only one member at the rank of Professor and thus, with the other members (Associate Professors) recusing from deliberations in his case, there will be only one member on each committee who will review his file and submit a recommendation. The Committee concluded that unless the Department's or College's personnel procedures provide for additional members, the review may proceed with the personnel committees as constituted as long as there is at least one member at the rank of Professor on each committee to review the file.

9. Upcoming Issues

- A. A subcommittee will be created to review Section 700 of the *Administrative Manual* to ensure compliance with the Faculty Contract at the Committee's next meeting.
- B. Whiting discussed creating a subcommittee to review Section 600 for issues or clarification that may need to be addressed by the Committee. The creation of the subcommittee will be at a later meeting.

10. Meeting with Provost Hellenbrand Related to RTP During the 2009-10 Furlough Program

Provost Hellenbrand met with the Committee to discuss the provision in the CSU/CFA Faculty Furlough MOU that a probationary faculty member may request that his or her probationary period be increased from six to seven years. We have been advised that if a faculty member makes such a request this year, he or she will not be subject to a performance review this year. Student evaluations will be administered as required for all faculty under the Faculty Contract and Section 600. There may be a periodic review but that is something to be determined based on consultation with the appropriate faculty governance body responsible for RTP matters (PP&R). Provost Hellenbrand also recommended that faculty members under review during the furlough

period place a memo, or letter, in their files explaining how the furlough program has impacted them in terms of meeting the requirements for promotion and tenure.

After meeting with the Provost, the Committee discussed the faculty furlough situation and acted on the following motion:

**MSP:** Faculty granted an extension under Section 5.d. of the CSU/CFA Faculty Furlough Agreement during 2009-2010, will not be subject to a periodic review this year. Student evaluations will be administered as required for all teaching faculty but there will not be peer class visits unless requested, in writing, by the affected faculty member, nor will the faculty member submit a Professional Information File during the 2009 – 2010 RTP review cycle.

The Committee additionally agreed that it would review the PIF Guidelines to add an FAQ related to submission of a memorandum or other information related to the impact of the faculty furlough program on faculty members under review related to the areas for evaluation under Section 632 of the *Administrative Manual*.

Passed with 2 abstentions

11. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 23, 2009 in Juniper Hall, Room 3107. The meeting was adjourned at 4:55 p.m.