

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 23, 2009 APPROVED BY COMMITTEE October 21, 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, Deborah Cours, Sheila Grant, Magnhild Lien,
Jennifer Matos, William Whiting

Member Absent: Fermin Herrera

Staff: Penelope Jennings, Executive Secretary, Rian Medlin

1. Introduction of New Members

The Committee welcomed new members Magnhild Lien, Department of Mathematics, and Deborah Cours, Department of Marketing.

2. Approval of Minutes of September 9, 2009

The Committee reviewed the minutes from September 9, 2009. The Committee acted on the following motion:

MSP: That the minutes of the meeting of September 9, 2009 be approved as revised.

Passed with 2 abstentions.

3. Announcements

Jennings distributed to the Committee the 2009-10 Academic Year edition of the Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions, and discussed the purpose of the manual.

4. Creation of Subcommittees to Review Department and College Personnel Procedures

A. The Committee discussed personnel procedures that are scheduled to be reviewed during the 2009-10 Academic Year. Following the discussion, the Committee identified the following subcommittees to review procedures:

1. Sheila Grant, Fermin Herrera, and William Whiting
 - i. Educational Leadership and Policy Studies
 - ii. Educational Psychology and Counseling
 - iii. Elementary Education
2. Marshall Bloom, Deborah Cours, and Jennifer Matos
 - i. Finance, Real Estate and Insurance

- ii. Kinesiology
- 3. John Adams, Karen Anderson, and Matthew Cahn
 - i. Journalism
 - ii. Music
 - iii. Psychology
- 4. David Aks, Richard Castallo, and Magnhild Lien
 - i. Art
 - ii. Cinema and Television Arts
 - iii. Theatre

B. The Committee discussed the proposed Guidelines for Review of Department and College Personnel Procedures and suggested that approved Guidelines be placed on the PP&R website. After the discussion, the Committee acted on the following motion:

MSP: That the Guidelines for Review of Department and College Personnel Procedures be approved as revised.

Passed unanimously.

C. Whiting discussed with the Committee the Department of Religious Studies personnel procedures which were submitted during the 2008-09 cycle for review. Due to significant revisions needed, the procedures will be re-reviewed and thus will not be effective Fall 2009. However, the Committee will begin review of the procedures at its next meeting.

5. Review of Department Post-Tenure Review Procedures

Jack Alanen was designated as the Committee representative to conduct preliminary review of Department Post-Tenure Review Procedures.

6. Review of PIF Guidelines

The Committee discussed the “FAQs about Professional Information Files (PIFs),” including draft language related to impact of faculty furloughs on probationary faculty, and the need for clarifying terms related to RTP. After the discussion, the Committee acted on the following motion:

MSP: That the “FAQs about Professional Information Files (PIFs) from the RTP Personnel Planning and Review Committee” be approved as revised.

Passed unanimously.

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

Whiting discussed with the Committee a request from the Department of Secondary Education related to the composition of the Department Personnel Committee. All members of its

Department Personnel Committee are at the Associate Professor rank and therefore are not able to evaluate a faculty member being considered for promotion from Associate Professor to Professor. The Committee agreed that review by a department-level committee is required by the Faculty Collective Bargaining Agreement, but that another member could not be elected to the current committee as the Secondary Education personnel procedures provide for only three members. After the discussion, the Committee acted on the following motion:

MSP: That the Department of Secondary Education elect an ad hoc review committee composed of members at the rank of Professor to evaluate any faculty member being considered for promotion to the rank of Professor.

Passed unanimously.

8. Inquiry from a Department Regarding the Consultation Process During RTP

Whiting discussed with the Committee an inquiry from the Department of Physics and Astronomy related to including a requirement in the Department's personnel procedures that probationary faculty members makes their CVs available to the whole department. The Committee agreed that the CV, as part of the Professional Information File (PIF) and Personnel Action File (PAF), is a confidential document available only to those involved in evaluation related to the RTP process. After the discussion, the Committee acted on the following motion:

MSP: That a faculty member cannot be mandated to share his/her CV with faculty in the Department other than those authorized to review the file as part of the RTP process.

Passed unanimously.

9. Executive Session: Inquiry Related to Interpretation of Section 612.5.1.c.

Whiting discussed with the Committee an inquiry from a department related to Section 612.5.1.c which states, "When a Department with three or fewer members eligible for membership on the Personnel Committee including any FERP faculty members approved by the President, cannot or does not wish to elect a Personnel Committee consisting entirely of its own members, it must elect members from a related academic discipline(s) in a manner approved by the Personnel Committee of that College." The department originally had five (5) candidates on the ballot, but one was subsequently elected to the College Personnel Committee and another not able to serve due to medical reasons. After the discussion, the Committee acted on the following motion:

MSP: That the department shall conduct a new election for the entire committee using a ballot including the names of the three (3) eligible members from the Department and name(s) of nominated eligible member(s) from a related discipline(s), as specified in Section 512.5.1.c.

Passed unanimously.

10. Other Business

Whiting discussed with the Committee an inquiry from the College of Social and Behavioral Sciences related to the composition of the College Personnel Committee. One of the members elected to the College Personnel Committee will be considered this year for promotion to the

rank of Professor, and the College inquired as to whether the next-highest vote getter from the original election could be named as a replacement. The Committee agreed that replacing the departing committee member with the next-highest vote getter was allowed only if the requirements of Section 612.2.6.a were met. That Section states that, "When an elected member of a personnel committee must be replaced before the end of the term, it shall be accomplished by special election at the appropriate level, unless alternates were chosen at the time of the original election." After the discussion, the Committee acted on the following motion:

MSP: That unless a College has a personnel procedure which provides that the next-highest vote getter is designated as an alternate, an election must be held to select a replacement for a departing member.

Passed unanimously.

11. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 7, 2009 in University Hall, Room 277. The meeting was adjourned at 2:55 p.m.