

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING January 25, 2017 APPROVED BY COMMITTEE Feb. 8, 2017
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 10

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: None

Visitors: None

Staff Present: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:23 p.m.

2. Approval of Minutes from December 14, 2016

The Committee reviewed the minutes of December 14, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of December 14, 2016 be approved as amended.

Passed 10-0-2.

3. Announcements

A. Associate Vice President, Faculty Affairs

Grant announced the appointment of Dr. Daisy Lemus as the Associate Vice President for Faculty Affairs as of January 20, 2017.

B. Assistant Vice President for Graduate Studies

Grant announced the appointment of Dr. Amy Levin, formerly Department Chair of Social Work, as the new Assistant Vice President for Graduate Studies.

C. Acting Assistant Provost

Grant announced that Dr. Beverly Cabello was appointed as Acting Assistant Provost as of January 11, 2017.

- D. Grant announced the passing away of Professor Abe Feinberg in mid-January 2017. Professor Feinberg was an Emeritus Professor from the Department of Systems and Operations Management and a former Chair of the Personnel Planning and Review Committee.
- E. Doonan shared an upcoming art exhibit in collaboration with students titled “Stone Sounds.” The exhibit focuses on an excavation site in Turkey, Sinop Kale. The opening for exhibit will be on February 11, from 4-7 pm in the West Art Gallery.

4. Section 600 Searches

A. Director, Educational Opportunity Programs

Herrera shared that the review of the applications will begin on February 1, 2017.

B. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that the review of applications will begin on January 30, 2017.

C. Associate Dean, College of Humanities

Lemus reported that negotiations with the final candidate are progressing, but because of delays in the process, the final candidate will not be able to begin in the position until the beginning of the 2017-18 Academic Year.

a. Acting Associate Dean of College of Humanities

To help with the workload in the college, while the permanent position search is still underway, Dean Say asked for approval of the current Special Assistant to the Dean position to be reclassified as Acting Associate Dean for the College of Humanities. Grant, on behalf of the Committee, approved the Acting Associate Dean position on Wednesday, January 18, 2017.

D. Vice Provost

Lemus reported that the search committee is still being constituted. Once the search committee is finalized, the charge meeting will be scheduled.

E. Director, University Counseling Services

Schmidt-Levy reported that the search committee is having a meeting to discuss future plans for the search.

5. Executive Session: Reports by Appeal Subcommittee and Discussion/Vote on Appeal

The Committee met in Executive Session to hear the recommendation of the Appeal Subcommittee and to vote on the appeal for the Second Year faculty member. The Committee prepared a draft letter for the appellant. After discussion, the Committee acted on the following motion:

MSP: That the draft letter for the appellant be approved.

Passed 12-0-1.

6. Inquiry from Department of Social Work about Term of Office for Department Chairs (Section 622.6.1)

The Committee received a request from the Department of Social Work regarding clarifying the term length for the replacement of a Department Chair who steps down before the end of the term of appointment, which is a three year term. The Committee decided to respond to the newly appointed Acting Chair, that the Acting Chair appointment can either be for the remainder of the former Department Chair's appointment, or for a new three year appointment.

7. Review of Extension Request from the Department of Anthropology Regarding RTP Letters from the Department Level

The Committee received a request for an extension to the Personnel Calendar deadline for the Department level Retention, Tenure and Promotion letter for a file. The reason for the extension is to allow time for a file to be adjusted to comply with the resolution of a grievance. This extension will allow time for the file to be adjusted and for the Department to have sufficient time to review the file. After discussion, the Committee acted on the following option:

MSP: That the Anthropology Department be granted a one week extension, to February 3, 2017 for the Department Level letter for the faculty member whose file must be adjusted to comply to the outcome of a grievance.

Approved 12-0-0.

8. Review of Updated Emeritus Nomination Form

The Committee reviewed a draft of the updated Emeritus Nomination Form that reflects the revised Emeritus Procedure in Section 650.3.2. The Committee reviewed the revised

form and made revisions. After discussion, the Committee acted on the following motion:

MSP: The Emeritus Nomination Form be approved as amended.

Approved 12-0-0.

The form will be communicated to the campus in early February.

9. Discuss Service Credit/MOUs (Ayala-Alcantar)

This discussion for the document distributed was postponed until the next Committee meeting.

10. Review of Proposals for Adoption of Policy Recommendations, Section 703 and Section 713

The Committee reviewed a draft Adoption of Policy Recommendation for Section 707, and a draft Adoption of Policy Recommendation for Section 713.

The Committee discussed the Adoption of Policy Recommendation for Section 707. After discussion, the Committee acted on the following motion:

MSP: That the Committee's previous revision to Section 707 be amended as follows:

707 Oral or Written Comments About Lecturers

707.1 In the course of consultation, the Department Chair or Dean may hear or receive written or oral statements which are not incorporated in the Personnel Action File. In such instances, it is the responsibility of the Department Chair or Dean to determine the significance of the ~~written or oral~~ written statements.

Approved 13-0-0.

The Adoption of Policy Recommendation for 707 was revised with the change above. After discussion, the Committee acted on the following motion:

MSP: That the Adoption of Policy Recommendation for Section 707 be approved as amended.

Approved 13-0-0.

The Committee reviewed the Adoption of Policy Recommendation for Section 713. After discussion, the Committee acted on the following motion:

MSP: That Section 713.2.2a be amended as follows:

2. Procedures.
 - a. A faculty member may be nominated for Emeritus status by the eligible faculty member, the faculty member's Department Chair (or equivalent), the faculty member's College Dean (or other equivalent administrator), or other senior-rank tenured faculty member in the University. The eligible faculty member or other nominator must submit an updated curriculum vitae and a short biography (200 words or fewer ~~or less~~) of the nominee to the Department Personnel Committee and request review of the faculty member for Emeritus status, no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures.

Approved 13-0-0.

The Adoption of Policy Recommendation for 713 was revised with the change above. After discussion, the Committee acted on the following motion:

MSP: That the Adoption of Policy Recommendation for Section 713 be approved as amended.

Approved 13-0-0.

Grant and Lemus will be presenting the Adoption of Policy Recommendation for Section 707 and Section 713 to the Senate Executive Committee at its meeting on February 2, 2017.

11. Updates from Pending Matters for the 2016-2017 Academic Year

- A. eRTP subcommittee– (Herrera, Boyns, Rowlands, Zhang, and Grant):
The subcommittee gave an update on its progress researching eRTP options. The subcommittee viewed a webinar from Interfolio, a system that several universities are currently using for the eRTP process. Lemus will be scheduling a webinar for the Committee with Interfolio. Lemus will also contact colleagues at other CSUs who are currently using Interfolio, for feedback about the system.
- B. Sect 600 subcommittee– (Wiegley, Murray, Lampert, and Grant):
The subcommittee will be providing more in-depth rationales for the changes to Section 600 that were approved in meetings during the Fall 16 semester.
- C. Manuals and MPP searches subcommittee– (Levy, Whiting, and Grant):

The subcommittee reported that they had a meeting with Susan Hua and Raji Rhys regarding the MPP manual. For the meeting, they concluded that there are several issues that need to be revised in the Search and Screen Manual for Academic-Administrative Positions. The Committee will work on a memo to send to the Office of Diversity and Inclusion and the Office of Equity and Diversity regarding the form for Tenure-Track Faculty search reports being used for Academic-Administrative searches.

D. Service Credit/MOUs subcommittee– (Ayala-Alcantar, Ebin, Doonan, and Grant): Discussion is scheduled with the whole Committee at the next meeting.

E. PP&R Composition (Committee of the Whole)

Grant and Schmidt-Levy will be presenting regarding the PP&R composition at the first SEC meeting on Feb. 2nd.

12. Report from Liaisons on Department/College Personnel Procedures

The members assigned as liaisons for the review of Department and College personnel procedures gave updates on their progress.

13. Other/New Business

Kathleen Rowlands is stepping down from her position on the Committee after this meeting. The Michael D. Eisner College of Education will be finding a replacement member to begin as soon as possible.

14. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on February 8, 2017 in University Hall 277. The meeting was adjourned at 5:02 pm.