

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING January 27, 2016 APPROVED BY COMMITTEE Feb. 10, 2016

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

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

POLICY ITEM: 11

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Deborah Cours, James Decker, Owen Doonan, Sheila Grant, Fermin Herrera, Lynn Lampert, Michael Kabo, Sean Murray, Kathleen Rowlands, Louis Rubino, Judy Schmidt-Levy

Members Absent: None

Guests: Beverly Cabello, Penelope Jennings, Daisy Lemus, Yi Li

Staff: Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:18 pm.

2. Approval of Minutes from December 2, 2015

The Committee reviewed the minutes of December 2, 2015. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of December 2, 2015 be approved as amended.

Approved 8-0-3.

3. Announcements

A. Grant announced that William Whiting has returned to his position as a faculty member in the Kinesiology Department. Pending appointment of an Interim Associate Vice President for Faculty Affairs, Penelope Jennings and Daisy Lemus will be assisting the Committee.

B. Grant announced that Alberto Candel is on sabbatical leave and has been replaced by Sean Murray as the new representative for the College of Science and Mathematics.

C. Jennings distributed to the Committee the 2015-16 Academic Year editions of the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions* and the *Manual of Procedures for the Search and Screen Committees for Academic-Administrative Positions*.

4. Updates on Section 600 Decisions and Approvals

Grant updated the Committee on the following decisions since the last Committee meeting.

A. Extension for Health and Human Development College Personnel Procedures

The College of Health and Human Development was granted an extension to submit its college personnel procedures to PP&R by December 18, 2015.

B. Extension for Department of Economics Personnel Procedures

The Department of Economics and the College Personnel Committee for the David Nazarian College of Business and Economics were granted an extension to submit the Economics Department personnel procedures to PP&R by December 22, 2015.

C. Extension for Gender and Women's Studies Department Personnel Committee Letters

The Gender and Women's Studies Department Personnel Committee was granted an extension to have its RTP letters to the candidates by January 29, 2016.

D. Approval of Interim Associate Vice President for Faculty Affairs Search

The Interim Associate Vice President for Faculty Affairs position was approved as a search internal to the CSU system on December 21, 2015.

E. Extension for Social Work Department Personnel Committee Letters

The Social Work Department Personnel Committee was granted an extension to have its RTP letters to the candidates by January 29, 2016.

5. Updates on Section 600 Searches

a. Chief Diversity Officer

Schmidt-Levy reported that the search for the Chief Diversity Office is progressing with on-campus interviews scheduled for the week of February 8, 2016.

b. Dean – College of Health and Human Development

Kabo reported that the search for the Dean of the College of Health and Human Development is progressing with review of applications.

c. Dean – Mike Curb College of Arts, Media, and Communication

Cours reported that the search for the Dean of the Mike Curb College of Arts, Media and Communication is progressing with review of applications scheduled to begin shortly.

6. **Executive Session: Meeting with Beverly Cabello to Discuss the Search for the Associate Dean for Michael D. Eisner College of Education (time certain: 1:30 pm)**

Beverly Cabello met with the Committee to discuss the search for the Associate Dean for the Michael D. Eisner College of Education. After discussion, the Committee acted on the following motion:

**MSP:** That the revised Management Vacancy Announcement for Associate Dean for the Michael D. Eisner College of Education be approved with the recommendations from the Committee.

Approved 12-0-0.

7. Discussion of Tenure-Track Hiring Procedures (Schmidt-Levy)

Schmidt-Levy brought to the Committee concerns about the tenure-track faculty hiring process, specifically whether candidates should be informed that they may negotiate on service credit and other incentives at the time of hire. Lemus will research whether there are Faculty Contract issues related to this and report back to the Committee.

8. Department and College Personnel Procedures

A. Discussion with Subcommittees Reviewing Department and College Personnel Procedures

1. English Department

The Committee reviewed the personnel procedures from the Department of English. After discussion, the procedures were referred back to the department.

2. Health Sciences Department

The Committee reviewed the personnel procedures from the Department of Health Sciences. After discussion, the Committee acted on the following motion:

**MSP:** That the personnel procedures for the Department of Health Sciences be approved as amended, pending receipt of a clean electronic copy.

Approved 13-0-0.

B. Formation of Subcommittee to Review Art Department Personnel Procedures

Grant announced the formation of a Subcommittee to review the personnel procedures submitted by the Department of Art—Schmidt-Levy, Grant and Lampert. The Subcommittee will review the personnel procedures and bring them to the Committee for review.

9. Executive Session: Meeting with Provost Li to Discuss the Search for the Interim Associate Vice President for Faculty Affairs

Provost Li met with the Committee to update them on the progress of the search for the Interim Associate Vice President for Faculty Affairs.

10. Executive Session: Meeting with Provost Li to Discuss Retention, Tenure, and Promotion Cases Involving Second-Year Probationary Faculty

Provost Li met with the Committee to update them on the reviews of the 2<sup>nd</sup> Year tenure-track faculty members.

11. Discussion of Emeritus Criteria (Section 650.3.1) and Emeritus Procedures (Section 650.3.2)

The Committee discussed potential changes to the Emeritus Criteria (Section 650.3.1) and Emeritus Procedures (Section 650.3.2). After discussion, the Committee acted on the following motion:

**MSP:** That the Emeritus Criteria, Section 650.3.1, be amended to the following language:

Senior tenured members of the faculty who have served a minimum of 10 years as full-time tenure track faculty at CSUN and who have retired from active service in the University, and lecturer faculty members who have served the equivalent of 10 years of full-time service at CSUN and who have retired from active service in the University, may be granted Emeritus status by the President of the University. Those faculty members participating in the Faculty Early Retirement Program may be granted Emeritus status after completing their final semester of teaching service. The granting of Emeritus status recognizes faculty members who have met their professional responsibilities as members of an academic profession, as teachers, counselors, or librarians, as colleagues, and as members of an academic institution and who have continuously performed high

quality work in the areas of (1) teaching, librarianship, or counseling, (2) scholarly or creative activity, and/or (3) service.

Approved 13-0-0.

Revisions to Emeritus Procedures (Section 650.3.2) and Rights and Privileges (Section 650.3.5) will be discussed at the next Committee meeting.

12. Other Business

None.

13. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on February 10, 2016 in University Hall 277. The meeting was adjourned at 4:15 p.m.