

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 10, 2016 APPROVED BY COMMITTEE Feb. 24, 2016

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 9

POLICY INTERPRETATION ITEM:

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

Members Absent: Deborah Cours

Guests: Penelope Jennings, Daisy Lemus, Yi Li

Staff: Michelle Kilmnick, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:20 pm.

2. Approval of Minutes from January 27, 2016

The Committee reviewed the minutes of January 27, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of January 27, 2016 be approved as amended.

Passed unanimously.

3. Announcements

A. Grant informed the Committee that she has been asked to serve on the Five-Year Review Committees for Vice President William Watkins and Vice President Hillary Baker.

B. Grant announced that Sean Murray will represent the Committee on the Online Student Evaluation of Faculty Task Force.

4. Updates on Section 600 Decisions and Approvals

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

A. Inquiry from the David Nazarian College of Business and Economics about timing for nomination and election of members of the Search and Screen Committee for Associate Dean.

The Dean of the David Nazarian College of Business and Economics was advised that the nomination and election of college faculty members to the Search and Screen Committee for Associate Dean may proceed prior to the drafting and approval of the Management Vacancy Announcement and Performance Plan for the position. The Dean was further advised that provisions in Section 622.5.1.a. that identify which faculty are eligible to serve as “tenured senior rank” faculty, includes tenured faculty at both the Associate Professor and Professor rank.

- B. Inquiry from the David Nazarian College of Business and Economics about the election process for Section 600 searches.

The Dean of the David Nazarian College of Business and Economics was advised that the provisions in Section 622.5.1.a for election of members of the Search and Screen Committee for Associate Dean and in Section 612.4.1 for election of members of the College Personnel Committee require that there be an actual election even if the total number of candidates is the same as the total number of members to be elected. A candidate must receive at least one vote to be elected to a committee.

- C. Inquiry from the Search and Screen Committee for the Dean of the Mike Curb College of Arts, Media, and Communication about replacement of the student member on the search committee.

The Search and Screen Committee for the Dean of the Mike Curb College of Arts, Media, and Communications was advised that it may replace the student member on the Search Committee after the initial screening of applications for minimum qualifications by a subcommittee of the Search and Screen Committee and prior to the review by all members of the Search and Screen Committee to identify the strongest candidates among those who meet minimum qualifications.

- D. Request for Extension for Department of Social Work Department-level RTP Letters.

The Social Work Department Personnel Committee was granted an extension to have its RTP letters to the candidates by January 28, 2016.

- E. Request for Extension for Department of Sociology Department-level RTP Letters.

The Sociology Department Personnel Committee was granted an extension to have its RTP letters to the candidates by February 15, 2016.

F. Request for Extension for Department of Nursing Department-level RTP Letters.

The Nursing Department Personnel Committee was granted an extension to have its RTP letters to the candidates by February 22, 2016.

5. Inquiry from Department of Music About Faculty Eligible to Serve on Post Tenure Review Committees

The Committee reviewed a request from the Department of Music for clarification about whether tenured faculty members in the Department at the rank of Professor are obligated under Section 612.2.2 to stand for nomination and to serve if elected to the Department Peer Review (Post Tenure Review) Committee. The Committee concluded that Section 612.2.2. "Obligation to Serve" is applicable only to personnel committees covered by that section, specifically personnel committees that review faculty for retention, tenure, promotion or service salary increase. It does not obligate a faculty member to serve on a Section 645.4 Department Peer Review ("Post-Tenure Review") Committee.

MSP: That the Music Department be advised that tenured faculty at the rank of Professor are not obligated by Section 612.2.2 to stand for nomination and to serve if elected to the Department Peer Review Committee.

Passed unanimously.

6. Updates on Section 600 Searches

A. Chief Diversity Officer

Schmidt-Levy reported that the search for the Chief Diversity Officer is progressing with interviews taking place this week.

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 Skype interviews.

7. **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 discuss the search for the Interim Associate Vice President for Faculty Affairs. After discussion, the Committee acted on the following motion:

MSP: That the search process for the Interim Associate Vice President for Faculty Affairs be approved pending certification of the search by the Director of the Office of Equity and Diversity.

Passed unanimously.

8. Reports from Subcommittees Reviewing Department and College Personnel Procedures

A. Department of Art

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

MSP: That the Personnel Procedures for Tenure-Track Faculty for the Department of Art be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

MSP: That the Personnel Procedures for Lecturer Faculty for the Department of Art be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

MSP: That the Post Tenure Review Procedures for Faculty for the Department of Art be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

B. Department of Social Work

The review of the Department of Social Work personnel procedures was postponed until the next Committee meeting.

C. Department of Economics

The review of the Department of Economics personnel procedures was postponed until the next Committee meeting.

9. Report on Meeting with the Executive Committee of the Faculty Senate on Changes to Section 650.3 of the Administrative Manual (Emeritus Status)

Grant and Jennings met with the Executive Committee of the Faculty Senate on Thursday, February 4, 2016 to discuss changes to Section 650.0 (Emeritus Status).

A. 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 motions:

MSP: That Section 650.3.1 (Emeritus Status – Criteria) be revised to clarify the criteria for award of faculty Emeritus status:

1. Criteria.

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

Passed unanimously.

The Committee discussed potential changes to the procedures for nomination of Emeritus faculty (Section 650.3.2). After discussion, the Committee acted on the following motion:

MSP: That Section 650.3.2 (Emeritus Status – Procedures) be revised to allow for nomination of a faculty member for Emeritus status by self-nomination, by the Department Chair, or by senior tenured faculty at the University, and to set forth a process for review of Emeritus nominations by a department-level committee, the College Dean, and the Personnel Planning and Review Committee:

2. Procedures.

- a. Eligible retired faculty attain Emeritus status upon recommendation by their Department Chair, Department Personnel Committee, College Personnel Committee, or College Dean or other equivalent administrator, upon review and recommendation by the President of the University. The procedure for consideration of a faculty member for Emeritus status may be initiated by the eligible faculty member, the faculty member's Department Chair (or equivalent), 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 biography 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.

- b. The Department Personnel Committee will review the nomination based on the criteria set forth in this section and forward the nomination and its recommendation to the College Dean (or equivalent administrator) no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures. The Dean will review the nomination and recommendation based on the criteria set forth in this section and forward it with the Dean's recommendation to the Personnel Planning and Review Committee on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. The probationary and tenured members of the Department may choose to elect a Faculty Emeritus Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the Emeritus nominations. Approval of recommendations for Emeritus status by the Personnel Planning and Review Committee shall be forwarded to the President of the University on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. Upon review and upon approval, Emeritus status is granted by the President of the University. The President will inform the faculty member of the final decision.

Passed unanimously.

B. Discussion of Rights and Privileges (Section 650.3.5)

The Committee considered potential changes to Section 650.3.5 related to rights and privileges of Emeritus faculty and rights and privileges extended to surviving life partners of Emeritus faculty members. The Committee received reports from Grant and Lampert about the responses of affected University department, areas, and the Library. After discussion, the Committee acted on the following motions:

MSP: That Section 650.3.5 (Emeritus status - Rights and Privileges) be revised to update the rights and privileges to be consistent with rights and privileges available to current faculty and consistent with current practice by campus agencies.

5. Rights and Privileges.

When University resources permit, faculty members gaining Emeritus status at California State University, Northridge, shall continue to enjoy the rights and perquisites of members of the faculty that are allowed by University and State regulations. ~~Faculty Emeriti shall be listed in the University Catalog.~~ Basic rights and privileges accorded to Faculty Emeriti shall include, but not necessarily be limited, to the following:

- a. An Emeritus Faculty identification card issued by the President of the University.

- b. A library card allowing full use of the University Library, including interlibrary loans, and any special faculty facilities in the Library, including study carrels.
- c. Lifetime courtesy campus parking permit.
- d. ~~Courtesy~~ Complimentary or discounted admission to University-sponsored cultural events and ticketed regular season home athletic events ~~and cultural events~~, subject to availability.
- e. ~~Invitation~~ Opportunity to participate in public ceremonies of the University, such as commencement, dedications, open hours, convocations, and the like, subject to availability.
- f. Complimentary subscription to ~~pertinent~~ selected publications of the University.
- g. Access to University recreational facilities.
- h. Listing, at the individual's option, in the campus telephone ~~and address~~ directory and University Catalog.
- i. Right to administer grants, contracts, or other research projects funded by resources outside the CSU System.
- j. Office and/or laboratory space allocated by Colleges or individual Departments after all space needs of their active faculty member have been met.
- k. ~~Clerical support and supplies, including a~~ Access to University computing facilities and electronic mail, and a Access to faculty computing facilities, allocated by individual Department Chairs after needs of the active faculty have been met.
- l. Upon request, and after the needs of the Department active faculty have been met, a Department faculty mailbox which. The mailbox shall be used in accordance with the rules and procedures established by individual departments.
- ~~m. Privilege to audit classes with the instructor's consent subject to available space.~~
- n. m. Other rights and privileges as determined by the President of the University, the Associated Students, ~~the University Club Association~~, and or other individuals and agencies.

Passed unanimously.

C. Discussion of Rights and Privileges of Surviving Life Partners.

The Committee considered potential changes to Section 650.4 related to rights and privileges of surviving life partners of deceased Emeritus faculty. After discussion, the Committee acted on the following motion:

MSP: That Section 650.3.5 (Rights and Privileges Extended to Surviving Life Partners) be revised to reflect changes in Section 650.3 and clarify rights related to publication of names in University publications:

The University extends to surviving life partners of Faculty Emeriti those rights and privileges listed in Sections 650.3.5.a through 650.3.5.h-g, and in Section 650.3.5.m in the Administrative Manual.

Passed unanimously.

10. Other Business

Jennings will review department post tenure review procedures to identify which ones are scheduled for review.

11. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on February 24, 2016 in University Hall 277. The meeting was adjourned at 4:02 p.m.