

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 24, 2016 APPROVED BY COMMITTEE March 9, 2016

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

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

POLICY ITEM:

POLICY INTERPRETATION ITEM: 5. D.

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

Members Absent: Christina Ayala-Alcantar, Lynn Lampert

Guests: Penelope Jennings, William Watkins

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

1. Call to Order

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

2. Approval of Minutes from February 10, 2016

The Committee reviewed the minutes of February 10, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of February 10, 2016 be approved.

Passed with one abstention.

3. Announcements

A. Grant announced to the Committee that Daisy Lemus was appointed Interim Associate Vice President for Faculty Affairs.

B. Kabo announced to the Committee that he has been selected as the 2015 Gil Benjamin Citizen of the Year by Granada Hills Chamber of Commerce.

4. Executive Session: Meeting with William Watkins to Discuss Chief Diversity Officer Search

William Watkins met with the Committee to discuss the search for the Chief Diversity Officer. After discussion, the Committee acted on the following motion:

MSP: That the search process for the Chief Diversity Officer be approved.

Passed unanimously.

5. Updates on Section 600 Decisions and Approvals

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

- A. Request for extension of the deadline for College-level RTP letters from the College of Health and Human Development for a faculty member under review in the Department of Nursing.

The College Personnel Committee and the Interim Dean of the College of Health and Human Development were granted extensions to have their RTP letters available to a candidate in the Nursing Department by March 11, 2016.

- B. Request for extension of the deadline for submission of response/rebuttal letters from faculty members under review in the Department of Africana Studies.

Two faculty members in the Department of Africana Studies were granted extensions for submission of their response/rebuttal letters to Department-level reviewing agencies.

- C. Request for extension of deadline for submission of a response/rebuttal letter for a faculty member under review in the Department of Anthropology.

A faculty member in the Department of Anthropology was granted an extension to submit the response/rebuttal letter to Department-level reviewing agencies.

- D. Inquiry from the College of Social and Behavioral Sciences Personnel Committee about the process for review of requests for extensions by PP&R.

The College of Social and Behavioral Sciences Personnel Committee inquired about the process for review of requests for extensions by PP&R. Since PP&R has been designated as the committee that sets the Academic Personnel Calendar in the *Administrative Manual*, the Committee has the authority to review and grant extensions to deadline dates on the Academic Personnel Calendar.

6. Inquiry from the College of Health and Human Development about the Process for Election of a Department Chair Search and Screen Committee

The College of Health and Human Development inquired about the process for the election of a Department Chair Search and Screen Committee where there are less than three teaching faculty in the Department eligible to serve. Section 622.6.2.a.(1), provides that “Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the course of action.” Lou Rubino, PP&R representative from the College of Health and Human Development, will contact the

Chair of the College Personnel Committee to discuss options for the composition of the search committee.

7. Updates on Section 600 Searches

A. 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 reference checks on the candidates and scheduling of interviews.

B. 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 Skype interviews to be completed this week.

8. Update on Exceptional Service Awards (Lemus)

Lemus discussed the process for awarding Exceptional Service Awards with the Committee. The Exceptional Service Awards Subcommittee will review the criteria and procedures and submit them to the Committee for review. An invitation to faculty to apply will be sent prior to Spring Break.

9. Reports from Subcommittees Reviewing Department and College Personnel Procedures

A. Department of Social Work

The Committee reviewed the personnel procedures from the Department of Social Work. After discussion, the procedures were referred back to the department for clarifications.

B. Department of Economics

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

MSP: That the Personnel Procedures for Tenure-Track faculty, the Personnel Procedures for Lecturers, and the Post-Tenure Review Procedures for the Department of Economics be approved as amended, with separate, signed cover sheets for each set of procedures, pending receipt of a clean electronic copy.

Passed unanimously.

C. College of Health and Human Development

The Committee reviewed the personnel procedures for the College of Health and Human Development. After discussion, the Committee acted on the following motion:

MSP: That the Personnel Procedures for College of Health and Human Development be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

D. Department of Elementary Education

The Committee reviewed the personnel procedures for the Department of Elementary Education. After discussion, the Committee acted on the following motion:

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

Passed unanimously.

E. Department of Mathematics

The Committee reviewed the personnel procedures from the Department of Mathematics. After discussion, the procedures were referred back to the department for further clarification.

10. Discussion of Emeritus Policy

The Committee reviewed the draft Committee Report of Adoption of Policy Recommendations (Faculty Emeritus). Grant, Lemus, and Jennings will meet with the Executive Committee of the Faculty Senate on Thursday, February 24th to discuss the proposed Emeritus Faculty policy recommendations.

11. Other Business

Lemus will notify departments that have Post-Tenure Review procedures scheduled for review this year about a deadline for submission of the procedures to PP&R. David Boyns will review the procedures prior to submission to the whole Committee for review and approval.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on March 9 in University Hall 277. The meeting was adjourned at 4:22 p.m.