

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 19, 2017 APPROVED BY COMMITTEE April 26, 2017

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

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

POLICY ITEM: 9

POLICY INTERPRETATION ITEM: 5

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Lynn Lampert, Sean Murray, Judy Schmidt-Levy, Merrill Simon, 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 1:10 p.m.

2. Approval of Minutes from April 12, 2017

The Committee reviewed the minutes of April 12, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of April 12, 2017 be approved as amended.

Passed 13-0-0.

3. Announcements

Murray announced that the March for Science will be taking place on Saturday, April 22 at 9 am in Downtown Los Angeles.

Grant announced that Dr. Alex Madva will present “Understanding & Overcoming Implicit Bias in Higher Education” on Friday, April 21, at 12:30 pm.

4. Update on Section 600 Searches

A. Director, Educational Opportunities Program (Herrera)

Herrera shared that the Search and Screen Committee has scheduled candidates for on-campus interviews to begin Friday, April 21 and continuing into early May.

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

Whiting shared that the Search and Screen Committee on-campus interviews are currently in progress and will be completed next week.

C. Vice Provost (Boyns & Doonan)

Doonan reported the Search and Screen Committee is conducting Skype interviews.

5. Updates on Section 600 Decisions, Approvals, Inquiries

Grant reported an inquiry received from the Dean's Office of the David Nazarian College of Business and Economics on whether tenure-track faculty members who are not yet tenured may nominate candidates to serve on the Search and Screen Committee for the Dean of the College. Grant responded that since tenure-track faculty who are not yet tenured can vote for a ballot on Dean Search and Screen membership, then they should also be allowed to nominate eligible faculty to serve on the Committee.

6. **Executive Session:** Consideration of Nominations for Emeritus Status

The Committee reviewed the nominations for faculty members for Emeritus status. After discussion, the Committee voted to approve the nomination. The approved nominations will be forwarded to President Harrison for her approval.

7. Review of Draft 2017-18 Personnel Procedures Calendar

The Committee reviewed the draft 2017-18 Academic Year Calendar of Personnel Procedures and suggested changes. The revised calendar will be submitted to the Executive Committee of the Faculty Senate for review and approval.

MSP: That the 2017-18 Academic Year Calendar of Personnel Procedures be approved as amended.

Passed 13-0-0.

8. Report from Exceptional Service to Students Awards Subcommittee

The Subcommittee reported that the announcement for applications for the Exceptional Service to Students Awards was announced today, Wednesday, April 19, 2017. Applications are due to the Office of Faculty Affairs by Friday, May 5, 2017.

9. Update on Adoption of Policy Recommendations for the following Sections:

- A. Section 606 (Personnel Files)
- Section 635 (Evaluations and Recommendations on RTP)
- Section 637 (Decision of the President)
- Section 641.2.4 (Advanced Award of Tenure)
- Section 622.6.2 (Appointment and Evaluation of Department Chairs)

Grant shared the following update on Adoption of Policy Recommendations to the Committee:

	Policy	Update One	Update Two	Update three	Update Four
1.	622.4.1, Appointment and Evaluation of Deans of College and the Library	First time to SEC– March 30 th		First Reading of Senate on April 13. Policy changed to respond to Senate Exec feedback.	PP&R reviewing feedback from Senate floor- April 19
2.	622.6.2, Appointment and Evaluation of Department Chairs	First time to SEC– March 30 th		Back to PP&R for clarification April 12 meeting	To SEC April 27. Possible First Reading May 11?
3.	641.2.4, Advanced Award of Tenure	No changes from 1st reading on March 9	SEC and 2 nd reading	To Senate on April 13	Approved by Faculty Senate on April 13
	Policy	Update One	Update Two	Update three	Update Four
4.	637, Decision of the President	No changes from 1 st reading on March 9	SEC and 2 nd reading	To Senate on April 13	Approved by Faculty Senate on April 13
5.	635, Evaluations and Recommendations on Retention, Tenure, and Promotion	Changed sentence in Section 635.2.2.b due to feedback from Senate Floor on March 9	SEC and 2 nd reading	To Senate on April 13	Approved by Faculty Senate on April 13
6.	606, Personnel Files	Changed Summary of Supporting Responses to respond to Senate Floor comments on March 9	SEC and 2 nd reading	To Senate on April 13	Approved by Faculty Senate on April 13

B. Discussion of Section 622.4.1 (Appointment and Evaluation of Deans of Colleges and the Library)

The Committee reviewed and discussed the suggested changes to Section 622.4.1 received from the Faculty Senate on April 13. After discussion, the Committee acted on the following motion:

MSP: That Section 622.4.1 be approved as amended below:

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

Applicants shall be screened by a six-member committee composed of

a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Professors or Librarians or Student Services Professionals, including chairs, in that College.

For colleges composed of fewer than four departments there must be at least one member from each department. For all other colleges, there may be no more than one member from each department.

b) One member elected by the Personnel Planning and Review Committee from its own membership.

c) One member appointed by the President, ~~and~~.

d) One student member chosen by the other members of the committee.

It is strongly recommended that Search and Screen Committees have a diverse membership, including an individual currently or formerly serving as Dean of a College, and members familiar with the duties and responsibilities of the position to be filled. It is strongly recommended that the student member be chosen in consultation with Associated Students.

Approved 13-0-0.

The approved policy will be presented at the Senate Executive Committee at its April 27th meeting.

10. **Executive Session: Reports by Appeal Subcommittees and Discussion/Vote on Appeals**

The Committee met in Executive Session to hear the recommendations of the appeal Subcommittees and to vote on the appeals. The Committee prepared draft letters for the appellants.

11. **Review of Department and College Personnel Procedures**

A. Gender and Women's Studies Tenure Track

B. Geology Tenure Track

C. Biology Tenure Track

The discussion for the personnel procedures was postponed until the following meeting.

12. Other Business

None.

13. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on April 26, 2017 in UN 277. The meeting was adjourned at 4:34 pm.