

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 4, 2013 APPROVED BY COMMITTEE September 18, 2013

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

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

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: John Adams, Deborah Cours, Katherine Dabbour, James Decker, Sheila Grant, Julia Heinen, Michael Kabo, Magnhild Lien, Louis Rubino, Judy Schmidt-Levy, James Solomon, and Steven Stepanek

Member Absent: Carrie Rothstein-Fisch

Guest: Harry Hellenbrand

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from May 23, 2013

The Committee reviewed the minutes of May 23, 2013. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of May 23, 2013 be approved.

Passed with four abstentions.

2. Announcements

A. Whiting distributed to the Committee the 2013-14 Academic Year editions of Section 600 and Section 700 of the *Administrative Manual*, the *Manual of Procedures for Search and Screen Committees for Full-time Faculty Positions*, and the *Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions*. He also informed the Committee on updates to the manuals. Whiting informed the Committee that Sections 600 and 700 of the *Administrative Manual* were distributed to faculty electronically. Hard copies were distributed to Department Chairs, Deans, the Provost, the President, and local CFA Representatives.

B. Grant announced the following administrative appointments were made during the Summer:

Kenneth Lord, Dean, College of Business and Economics  
Cynthia Rawitch, Interim Dean, Mike Curb College of Arts, Media and Communication  
Maggie Shiffrar, Associate Dean, College of Social and Behavioral Sciences  
Karin Stanford, Associate Dean, College of Humanities  
Robert Ryan, Special Assistant to the Dean, College of Engineering and Computer Science  
Susan Hua, Director, Office of Equity and Diversity  
Crist Khachikian, Associate Vice President, Research and Graduate Studies  
William Whiting, Interim Associate Vice President, Faculty Affairs

C. Grant discussed with the Committee the 2013-2014 Academic Year Calendar of Personnel Procedures.

D. Grant discussed with the Committee the 2013-2014 Schedule of PP&R Meetings.

3. **Executive Session: Update by John Adams to Discuss Search for Associate Vice President for Faculty Affairs**

John Adams updated the Committee on the progress of the search for the Associate Vice President for Faculty Affairs.

4. **RTP “Road Shows”**

Grant discussed the schedule for the RTP “Road Show” meetings with the Provost, Interim AVP of Faculty Affairs, Chair of PP&R, Deans, Department Chairs, and Department and College Personnel Committees. PP&R members were encouraged to attend the meetings scheduled for their colleges.

5. **Executive Session: Meeting with Provost Harry Hellenbrand to Discuss Search for Dean of the Mike Curb College of Arts, Media, and Communication**

Provost Harry Hellenbrand met with the Committee to request approval for the search for the Dean of the Mike Curb College of Arts, Media, and Communication. The Committee was also asked to appoint one member to the search and screen committee. After discussion, the Committee acted on the following motion:

**MSP:** That the search for the Dean of the Mike Curb College of Arts, Media, and Communication, be approved.

Passed unanimously.

**MSP:** That Deborah Cours serve as the Committee representative on the search and screen committee for the Dean of the Mike Curb College of Arts, Media, and Communication.

Passed unanimously.

6. Report on Editorial Revisions to Section 600 Approved by the Executive Committee of the Faculty Senate (Summer 2013)

Stepanek reported to the Committee the changes to Section 632 and Section 643 from the Executive Committee of the Faculty Senate during the summer.

7. **Department and College Personnel Procedures**

The Committee discussed personnel procedures that are scheduled for review during the 2013-2014 Academic Year. Following discussion, Grant announced the following subcommittees to review procedures:

|  |   |  |  |   |                               |
|--|---|--|--|---|-------------------------------|
| Department Names of Procedures scheduled for Review: | *Management<br>*Marketing<br>*Systems and Operations Management | *Central American Studies<br>*English<br>*MCLL | *CS&M<br>*FCS<br>*CAMC                       | *Deaf Studies<br>*Secondary Education<br>*Special Education | Post-Tenure Review Procedures |
| Committee member Names:                              | Magnhild Lien, Jack Solomon, Carrie Rothstein-Fisch             | Sheila Grant, Michael Kabo, James Decker       | John Adams, Kathy Dabbour, Judy Schmidt-Levy | Debi Cours, Louis Rubino, Julia Heinen                      | Steven Stepanek               |

- A. Steven Stepanek was designated as the Committee representative to review Department Post-Tenure Review procedures.
- B. The Committee will review the “Guidelines for Review of Department and College Personnel Procedures” and the “Guidelines for Developing/Revising Department and College Personnel Policies and Procedures” at the next meeting.

8. Review of PIF Guidelines

The Committee will review the “FAQs about Professional Information Files (PIFs) from the RTP Personnel Planning and Review Committee” at the next meeting.

9. Executive Session: Report on Retention, Tenure, and Promotion Actions Taken 2012-2013 AY

Whiting reported to the Committee a summary of the retention, tenure, and promotion decisions made by the Provost and Vice President for Academic Affairs during the 2012-2013 Academic Year.

10. Executive Session: Nominations for Emeritus Status

The Committee considered the nomination of two faculty members whose nominations were received over the summer.

**MSP:** That the following faculty members be recommended to the President for conferral of Emeritus status:

| <u>NAME</u>      | <u>RANK</u> | <u>YEARS</u>          | <u>DEPARTMENT</u>               |
|------------------|-------------|-----------------------|---------------------------------|
| Jackson, Gregory | Professor   | 1989-2013 *Posthumous | Educational Psych. & Counseling |
| Winkleman, John  | Professor   | 1976-2013             | Health Sciences                 |

Passed unanimously.

11. Inquiry from the Department of Psychology on Ballot of the Department Personnel Committee

Grant discussed with the Committee an inquiry from the Department of Psychology related to the ballot for the election of the Department Personnel Committee. Grant advised the Psychology Department Chair that a ballot should not include any notation of whether or not a faculty member would like to serve on the Department Personnel Committee.

12. Inquiries from the Mike Curb College of Arts, Media, and Communication Related to Election of Members to Serve on the Dean Search and Screen Committee

Grant discussed with the Committee an inquiry from Mike Curb College of Arts, Media, and Communication related to whether members of the Search and Screen Committee should be tenured members of the faculty. Grant advised the College that members of the Search and Screen Committee should be tenured according to Section 600. In response to a second question, Grant advised the College that it may conduct an election for the Search and Screen Committee at the same time as the election of the College Personnel Committee so long as it is clear to the faculty as to what is being considered in each election. Grant also advised the College Dean that Section 600 provides for election of Search and Screen Committee members from among the tenured faculty and that the College should not be directed to select at least one member from one set of departments and at least one from another set of departments.

13. Inquiry from the Department of Health Sciences on Eligibility for Service on the Department Personnel Leave Committee

Grant discussed with the Committee an inquiry from the Department of Health Sciences related to the eligibility of faculty members for the Department Personnel Leave Committee.

**MSP:** That members of PP&R are eligible to serve on a Department or College Professional Leave Committee.

Passed unanimously.

14. Inquiry from Department of Educational Psychology and Counseling Related to Service on the Department Personnel Committee

Grant discussed with the Committee an inquiry from Department of Educational Psychology and Counseling related to service on the Department Personnel Committee.

**MSP:** That a faculty member designated as an alternate for the College Personnel Committee is eligible to be nominated for, and elected to, a Department Personnel Committee.

Passed 10-1-0.

15. PP&R Annual Report - Matters Pending for the 2013-2014 Academic Year

Grant discussed matters identified in the 2012-2013 PP&R Annual Report as pending for this year:

A. Further discuss the issues related to moving the campus to electronic PIFs

Committee decided to appoint Magnhild Lien, Kathy Dabbour, and Steven Stepanek as a Subcommittee, with Whiting as an ad hoc member, to discuss issues related to implementing electronic PIFs. Kathy Dabbour was appointed as Chair of the Subcommittee.

B. Review of 10-calendar-day Period Provisions Related to Peer Class Visit Reports (Section 612.5.2.c.(2)(a)(iii) and Section 706.3.1.c.)

16. Other Business

None.

17. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 18, 2013 in University Hall 277. The meeting was adjourned at 3:35 p.m.