

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING Sept. 17, 2014 APPROVED BY COMMITTEE Oct. 1, 2014

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

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

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Alberto Candel, Deborah Cours, James Decker, Shane Frehlich, Sheila Grant, Julia Heinen, Fermin Herrera, Mara Houdyshell, Michael Kabo, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy

Member Absent: James Solomon

Staff: William Whiting, Executive Secretary

1. Approval of Minutes from September 3, 2014

The Committee reviewed the minutes of May 14, 2014. The Committee acted on the following motion:

MSP: That the minutes of the meeting of September 3, 2014 be approved as corrected.

Passed 10-0-1.

2. Announcements

Grant announced the result of the online PP&R vote on the issue related to the ballot for the College Personnel Committee in the College of Health and Human Development, allowing Dean Alva, without setting precedent, to place all eligible names of faculty from Departments in the College which did not submit nominees for the ballot for the College Personnel Committee election.

Grant announced that the next Dialogues with the Provost is scheduled for Friday, October 3, 2014.

3. Discussion of Search and Screen Manuals

The Committee reviewed the “Guidelines for Review of Department and College Personnel Procedures” and the “Guidelines for Developing/Revising Department and College Personnel Policies and Procedures.” The Committee acted on the following motion:

MSP: That the “Guidelines for Review of Department and College Personnel Procedures” and the “Guidelines for Developing/Revising Department and College Personnel Policies and Procedures” be approved as amended.

Passed 11-0-0.

4. Review of PIF Guidelines

The Committee reviewed the PIF FAQs document. The Committee acted on the following motion:

MSP: That the document “FAQs about Professional Information Files (PIFs) from the Personnel Planning and Review Committee” be approved as amended.

Passed 11-0-0.

5. The Committee discussed the revision process for 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.” Herrera and Whiting (*ex officio*) volunteered to serve as the subcommittee to review these documents.

6. The Committee discussed revisions to Section 604 of the *Administrative Manual* related to “civility and respect.” Schmidt-Levy, Frehlich, and Grant volunteered to serve on the subcommittee to review the issues.

7. The Committee discussed next steps on the ePIF project. Candel, Heinen, Grant, and Whiting (*ex officio*) volunteered to serve on the ePIF subcommittee.

8. The Committee discussed Section 612.5.2.c.(2).(b).(ii) of the *Administrative Manual* as related to clarification as to how many student evaluations are required for probationary faculty in the their first year of service at the University. The Committee acted on the following motion:

MSP: That a proposal for clarification of Section 612.5.2.c.(2).(b).(ii) of the *Administrative Manual* be presented to the Faculty Senate Executive Committee.

Passed 11-0-0. Whiting to draft proposal.

9. Other Business

None.

10. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 1, 2014 in University Hall 277. The meeting was adjourned at 2:39 p.m.