

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 18, 2013 APPROVED BY COMMITTEE October 2, 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, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy, James Solomon

Member Absent: Steven Stepanek

Guest: Joyce Feucht-Haviar

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from September 4, 2013

The Committee reviewed the minutes of September 4, 2013. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of September 4, 2013 be approved with changes.

Passed 7-0-1.

2. **Executive Session:** Meeting with Michael Hoggan, Senate Executive Committee liaison for PP&R for Introductions to Committee

Hoggan met with the Committee to discuss his role and responsibilities as the reviewer of PP&R minutes for the Executive Committee of the Faculty Senate. The Committee was advised that the minutes should identify those items that involve a change in policy as well as those that involve interpretation of policy. Additionally, reports on proposed policy changes should follow the format established by the Faculty Senate and available from the Faculty Senate Office. He also invited the Committee to attend the "Higher Education in the Brave New World" Symposium on Sept. 30<sup>th</sup> and Oct. 1<sup>st</sup>.

3. Announcements

Grant reminded the Committee of the upcoming RTP Road Shows and encouraged Committee members to attend.

4. **Executive Session:** Update on Search for Associate Vice President for Faculty Affairs (Adams)

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

5. Inquiry from Department of Deaf Studies Related to Personnel Committees

Grant discussed with the Committee an inquiry from the Department of Deaf Studies related to members of the Department Personnel Committee. Grant advised the Deaf Studies Department

that no faculty members currently under review for retention, tenure or promotion could serve on the Department Personnel Committee.

6. Inquiries from the University Library Related to Personnel and Peer Review Committees

A. Grant discussed with the Committee an inquiry from the University Library related to whether a faculty member under Post Tenure Review could serve on the Department Personnel Committee. Grant informed the Library that a faculty member under Post Tenure Review would be eligible to serve on the Department Personnel Committee.

B. Grant discussed with the Committee an inquiry from the Library related to FERP service on an ad hoc personnel review committee.

**MSP:** That the Library may, without setting precedent, have two FERP faculty members serve as an ad hoc Committee to review and make personnel recommendations on any Associate Librarians being considered for promotion to Librarian.

Passed unanimously.

C. Grant discussed with the Committee an inquiry from the Library regarding their two department name changes. The Library inquired if the current Personnel Procedures for its two departments could be updated to reflect the new department names.

**MSP:** That the current Personnel Procedures for the Departments of Research, Instruction & Outreach Services and Collection Access and Management Services, be updated to reflect the new department names.

Passed unanimously.

7. Inquiry from the Central American Studies Program Related to Lecturer Personnel Procedures

Grant discussed with the Committee an inquiry from Central American Studies Program regarding their Lecturer Personnel Procedures. In the 2009-10 AY, the Tenure Track Personnel Procedures along with the Lecturer Personnel Procedures were under review by PP&R. However, only the Tenure Track Personnel Procedures were approved by the Committee. Grant advised the Program that they should use Section 700 as the procedures for Lecturers and if they wished to submit Lecturer Personnel Procedures to PP&R for approval they could do so.

8. Inquiry from the College of Health and Human Development Related to Replacing a Member of PP&R on Sabbatical Leave

Grant discussed with the Committee an inquiry from the College of Health and Human Development related to its PP&R representative taking a sabbatical in Spring 2014. Grant advised the College that it should elect a replacement to PP&R who will serve the remainder of the term through the end of the 2015-16 AY.

9. Review of PIF Guidelines

The Committee reviewed "FAQs about Professional Information Files (PIFs) from the RTP Personnel Planning and Review Committee." Following discussion, the Committee suggested

revisions to the document that will be distributed to Department Chairs and Program Coordinators to be forwarded to faculty under review for retention, tenure and promotion and to faculty serving on department and college personnel committees.

**MSP:** Approve document with revisions.

Passed unanimously.

10. Review of Guidelines for Review of Department and College Personnel Procedures

The Committee reviewed the “Guidelines for Review of Department and College Personnel Procedures.” Following discussion, the Committee suggested revisions to the document that will be distributed to Department Chairs and Program Coordinators to be forwarded to faculty under review for retention, tenure and promotion and to faculty serving on department and college personnel committees.

**MSP:** Approve document with revisions.

Passed unanimously.

11. Guidelines for Developing/Revising Department and College Personnel Procedures

The Committee reviewed “Guidelines for Developing/Revising Department and College Personnel Procedures.” Following discussion, the Committee suggested revisions to the document that will be distributed to Department Chairs and Program Coordinators to be forwarded to faculty under review for retention, tenure and promotion and to faculty serving on department and college personnel committees.

**MSP:** Approve document with revisions.

Passed unanimously.

12. **Executive Session:** Meeting with Dean Feucht-Haviar to Discuss Internal Search for Associate Dean of the Tseng College of Extended Learning

Dean Feucht-Haviar met with the Committee to discuss the internal search for Associate Dean of the Tseng College of Extended Learning. The Committee reviewed the draft Management Vacancy Announcement. The Committee was also asked to appoint two members to the Search and Screen Committee. The Committee gave suggestions of faculty members for consideration as candidates for the Search and Screen Committee. After discussion, the Committee acted on the following motion:

**MSP:** That the internal search for Associate Dean of the Tseng College of Extended Learning be approved.

Passed unanimously.

**MSP:** That Sheila Grant be authorized to select two Search and Screen Committee members on behalf of the Committee from the list of potential members provided by the Committee.

Passed unanimously.

13. Other Business

None.

14. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 2, 2013 in University Hall 277. The meeting was adjourned at 3:18 p.m.