

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING January 24, 2018 APPROVED BY COMMITTEE Feb 7, 2018

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

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

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, Owen Doonan, Vicki Ebin, Rosa RiVera-Furumoto, David Moguel, Sean Murray, Victor Shaw, Judy Schmidt-Levy, David Russell, William Whiting, Jeff Wiegley

Members Absent: Lynn Lampert, Adam Swenson

Visitors: None

Staff Present: Sheila Grant, Senior Director of Academic Personnel, Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

Murray called the meeting to order at 1:16 p.m.

2. Approval of Minutes from December 13, 2017

The Committee reviewed the minutes of December 13, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of December 13, 2017 be approved as amended.

Passed 9-0-0.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that three candidates have been invited for on-campus interviews in February. An announcement for open forums will be sent out to the campus community with the details.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that the Provost announced to the campus that Dr. Chandra Subramaniam will begin as Dean of the David Nazarian College of Business and Economics on March 1, 2018.

C. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee will begin reviewing applications in February.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry from department about signatures on RTP letters and protocol for revisions to RTP letters

A department asked if all members of the personnel committee must sign RTP letters. Murray responded that the Chair of the Committee may sign on behalf of the whole committee. If the personnel committee agrees to make a revision to the RTP letter at the faculty candidate's request, the candidate has the option to keep both the original and revised letters in the PAF, or only the revised letter. Any revisions to the RTP letters must be clearly labeled as "Revised" and with the date of the revision.

B. Request for a one week extension from Department Personnel Committee of Africana Studies for submission of RTP letters to candidates

The Africana Studies DPC requested an extension for the deadline to make the RTP letters available to the candidates from January 26th to January 31st. The reason for the extension is that a member of the DPC unexpectedly had to go on leave. The extension will allow the alternate DPC member time to review the files. After discussion, the Committee acted on the following motion:

MSP: That the Africana Studies Department Personnel Committee be granted an extension from January 26th to January 31st to make available to the faculty candidates their RTP letters.

Approved 11-0-0.

C. Request for retroactive extensions for submission of personnel procedures of the Political Science Department to the college personnel committee

The Political Science department requested an extension to submit their department personnel procedures to the college level review and to PP&R. The procedures were never forwarded from the department to the college level for review. After discussion, the Committee acted on the following motion:

MSP: That the Political Science department be granted a retroactive extension to the deadlines for submission of the department personnel procedures of November 9 (for department to college) and December 18th (for college level to PP&R) to January 23, 2018.

Approved 11-0-0.

6. Discussion of Proposal for Section 702.2

Discussion postponed to a future meeting.

7. Informal discussion, opting out of PP&R term, applicable to college and department personnel committees?

The Committee had an informal discussion regarding opting out of personnel committee ballots after two consecutive terms of service. Further discussion will continue at a future meeting.

8. Review of Department and College Personnel Procedures

A. American Indian Studies, Tenure Track procedures (Schmidt-Levy)

The Committee reviewed the tenure track procedures from the Department of American Indian Studies. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the tenure track procedures for the Department of American Indian Studies be approved as amended, contingent on Department acceptance of all revisions from PP&R, and pending receipt of a clean electronic copy.

Passed 10-0-0.

B. Social Work, Post Tenure Review procedures

The Committee reviewed the Post Tenure Review procedures for the Department of Social Work. After discussion, the Committee acted on the following motion:

MSP: That the Post Tenure Review procedures for the Department of Social Work be approved as is.

Approved 11-0-0.

C. Linguistics, Tenure Track and Post Tenure Review procedures

The Committee reviewed the Tenure Track and Post Tenure Review procedures for the Department of Linguistics. After discussion, the Committee acted on the following motion:

MSP: That the Tenure Track and Post Tenure Review personnel procedures for the Department of Linguistics be approved as is.

Approved 11-0-0.

10. Update Pending Matters for the 2017-18 Academic Year

A. eRTP Subcommittee

Murray updated the Committee that Interfolio held a training for reviewers on January 11, 2018 and a video of training was made available to all those who could not attend. The Subcommittee plans on distributing an assessment tool during the Spring 18 semester to collect feedback on the Interfolio product, and provide a report to the Faculty Senate.

B. Search and Screen Manuals Subcommittee

Whiting updated the Committee that a draft of the manuals is in progress.

C. Section 600/700 Subcommittee

Wiegley would like to bring a list of pending items to the Committee for review to discuss which items are a priority.

12. Other/New Business

The subcommittee will follow up on the Exceptional Service to Students Awards.

13. Adjournment

The meeting was adjourned at 2:38 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on February 7, 2018 in UN 277.