

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 4, 2017 APPROVED BY COMMITTEE Oct. 18, 2017

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, Lynn Lampert, David Moguel, Sean Murray, Judy Schmidt-Levy, David Russell, Adam Swenson, William Whiting, Jeff Wiegley

Members Absent: Victor Shaw

Visitors: None

Staff Present: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Murray called the meeting to order at 1:22 p.m.

2. Approval of Minutes from September 20, 2017

The Committee reviewed the minutes of September 20, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of September 20, 2017 be approved as amended.

Passed 12-0-1.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that a subcommittee of the search committee is currently reviewing applications for minimum qualifications.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that airport interviews are scheduled for mid-October.

C. Dean, Michael D. Eisner College of Education

Lemus shared that the Michael D. Eisner College of Education has elected the faculty who will serve on the search and screen committee for the Dean position. Lampert is not able to serve on the Search and Screen Committee, and a member from PP&R needs to be selected. After discussion, the Committee voted on the following motion:

**MSP:** That Vicki Ebin serve as PP&R representative on the Search and Screen Committee for the Michael D. Eisner College of Education.

Approved 13-0-0.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry on Department Personnel Committee election tie vote –Dept. of Economics

Murray updated the Committee on an inquiry from the Department of Economics regarding a tie vote for members of the Department Personnel Committee. Murray advised the Department Chair to reopen the voting window, and to encourage all eligible faculty members to vote. This broke the tie, and the members of the Department Personnel Committee were confirmed.

B. Inquiry on eligibility for ballot of Search and Screen Committee for Dean searches – MDECE

Carvajal updated the Committee on an inquiry received from the Dean's office of the Michael D. Eisner College of Education regarding who is eligible to serve on the Search and Screen Committee for the Dean of the college. It was clarified that FERP faculty and faculty on sabbatical leaves can serve on the Search and Screen Committee if they are willing and available.

B. Inquiry on Extension for Sabbatical Deadline—Dept. of Mathematics

Murray updated the Committee that an inquiry was received from a faculty member in Mathematics on how to get an extension to deadline to submit their sabbatical application to the Department Personnel Committee. The faculty member was instructed that deadline requests should be made from the Department Personnel Committee to PP&R with a justification of the request. No request has been received from the Mathematics Department Personnel Committee.

D. Inquiry on Recusing on Department Personnel Committee for “Professional Leaves Committee”—Dept. of Art

Carvajal updated the Committee on an inquiry from the Department of Art regarding a current member of the Department Personnel Committee who submitted a sabbatical application. The Department was advised that per Section 672.2.4, that the department may choose to elect a Professional Leaves Committee comprised of the remaining two members on the Department Personnel Committee to review all sabbatical applications.

E. Inquiry on Vanity Press/Predatory Journals—Dept. of Music

Lemus updated the Committee of an inquiry received from the Department Personnel Committee of the Department of Music regarding a faculty member inquiring if a publication in a vanity press/predatory journal will count to meet the criteria for Promotion and Tenure. The personnel committee was advised to mentor the faculty member on the validity of the press/journal and to work on revising the department personnel procedures to clarify what counts or does not count for retention, tenure or promotion.

F. Inquiry from Sacramento State regarding Lecturers voting on Department Chair elections

Murray updated the Committee on an email inquiry received from Sacramento State University if Lecturers at CSUN are able to vote on the election for the Department Chair. Section 622.6.2 states that tenure track faculty of the department shall vote on the candidates put forward by the search and screen committee. Discussion continues in Item 6.

G. **Executive Session:** Inquiry regarding membership on PP&R Committee

The Committee discussed an inquiry into PP&R members being able to attend Committee meetings.

6. Update on Adoption of Policy Recommendation Section 622.6.2 (Appointment and Evaluation of Department Chairs), First Reading Feedback from Faculty Senate

The Committee reviewed the suggested changes to the Adoption of Policy Recommendation Section 622.6 from the Faculty Senate. The Committee continued discussion from item 5.F. above. In regard to an inquiry (during the Senate's first reading of PP&R's proposed changes to Section 622.6 in May 2017) from a Senator about lecturers voting for department chair, PP&R members were not aware of any departments on campus that allow Lecturers to vote on the ballot for department chair. However, Section 609.2.7 grants departments the ability to clarify, in their department election procedures, if both lecturers and tenure track faculty, or just tenure track faculty, can vote for search and screen committees for Department Chairs.

The committee accepted the suggestion from a Senator to clarify that the "committee" mentioned in 622.6.2.b is the "Search and Screen Committee."

After discussion, the Committee voted on the following motion:

**MSP:** That Section 622.6 (Appointment and Evaluation of Department Chairs) should be revised as follows:

**622.6** Appointment and Evaluation of Department Chairs.

1. Term of Office.

The term of office for Department Chairs shall normally be three years. A department may submit alternative policies specifying terms of a different length to the Personnel Planning and Review Committee. At the end of a term of office, the Department Chair position shall be considered to be vacant. The vacancy shall be filled by the Appointment Procedures that follow.

2. Appointment Procedures.

a. Search and Screen Committee.

- (1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean

shall so advise the College Personnel Committee, which shall determine the appropriate action. The first meeting of the Search and Screen Committee shall be called by the Dean or a designee.

(2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere shall not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

Candidates for the position of Department Chair shall be nominated by the department's tenure track faculty, or shall be self-nominated. The Department Search and Screen Committee shall nominate at least one but not more than three candidates for the position of Department Chair. All candidates shall have indicated a willingness to serve. A Search and Screen Committee member who becomes a candidate shall resign and be replaced.

c. Departmental Advisory Vote and Certification. Recommendation

The Department Search and Screen Committee shall hold an advisory vote for Department Chair by the Department's tenure track faculty, submit its nomination(s) to the tenure track faculty in the Department, for a vote. The Department Search and Screen Committee shall tabulate and advance the results of the votes and number of votes received by each candidate along with its certification of the process to the Dean of the College. After considering the vote of the faculty in the Department, the Committee shall forward its recommendation, and the vote of the faculty in the Department, to the Dean of the College.

d. Responsibilityies of the College Dean.

Prior to the transmitting communication of the Dean's recommendation, the Dean shall provide opportunities for full-time faculty to have conferences with the Dean.

The Dean of the College shall transmit to the President of the University a recommendation by the Dean and the recommendations of the Department Committee and the vote results of the dDepartment faculty. Prior to the transmitting communication of the Dean's

~~recommendation, the Dean shall provide opportunities for full time faculty to have conferences with the Dean.~~

Approved 13-0-0.

The Adoption of Policy Recommendation Section 622.6 will be presented to the Senate Executive Committee at its next meeting.

7. Discussion of Executive Order 1100/1110 (Schmidt-Levy and Swenson)

Schmidt-Levy and Swenson brought to the Committee the concerns for two Executive Orders from the Chancellor's Office, EO 1100 and EO 1110. Under EO 1100, campuses cannot have "extra" sections of General Education aside from A-E. Since CSUN has an extra section ("F") for comparative cross-cultural studies courses, the Faculty Senate has introduced a resolution which would prohibit the Standing Committees of the senate from implementing the Executive Orders. Schmidt-Levy is asking the Committee what their thoughts are regarding the proposed Resolution. A subcommittee comprised of RiVera-Furumoto, Doonan, and Ebin was formed to discuss the proposed Resolution was made and will report back to the Committee at a future meeting.

EO 1110 is related to the assessment of academic preparation for and placement in written communication in English courses and mathematics/quantitative reasoning courses.

8. Review of PP&R Documents

- A. Review of PIF Guidelines
- B. Review of Guidelines for Review of Department and College Personnel Procedures
- C. Guidelines for Developing/Revising Department and College Personnel Procedures

The Committee reviewed the above three documents with the changes made from the previous meeting. After discussion, the Committee acted on the following motion:

**MSP:** That the Review of PIF Guidelines document, the Review of Guidelines for Review of Department and College Personnel Procedures document and the Guidelines for Developing/Revising Department and College Personnel Procedures be approved and posted the PP&R website, and distributed to the campus.

Approved 10-0-0.

9. Other/New Business

None.

10. Adjournment

The meeting was adjourned at 4:01 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on October 18, 2017 in UN 277.

The following subcommittees were encouraged to use the remaining time to meet:

1. eRTP Subcommittee (Murray)
2. Search and Screen Manuals Subcommittee (Whiting)
3. Section 600/700 Subcommittee (Wiegley)