

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 1, 2017 APPROVED BY COMMITTEE Nov. 15, 2017

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

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

POLICY ITEM: 9

POLICY INTERPRETATION ITEM:

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

Member Absent: Adam Swenson

Visitors: None

Staff Present: Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

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

2. Approval of Minutes from October 18, 2017

The Committee reviewed the minutes of October 18, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of October 18, 2017 be approved as amended.

Passed 12-0-0.

3. Announcements

Murray announced that at the California Faculty Association (CFA) assembly, members echoed the sentiments of the CSUN's Faculty Senate about EOs 1100 and 1110, and will send resolutions to the Chancellor's Office to request that they rescind both Executive Orders.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that Skype interviews were conducted this week. The search committee is narrowing down candidates to invite for on-campus interviews before the end of the Fall semester.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that on-campus interviews for four candidates are being conducted in the next two weeks.

C. Dean, Michael D. Eisner College of Education

No update.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry about revision of department personnel procedures after submission to a College Personnel Committee (CPC)

Murray updated the Committee on an inquiry from a department on the process for revisions to personnel procedures once they have been submitted the CPC. Murray explained to the department that revisions, in consultation with the department faculty, are possible by contacting the CPC.

B. Inquiry about early PIF submission due date

Murray updated the Committee on an inquiry from a department personnel committee about its deadline for faculty under review to submit their PIFs by October 20, 2017. An earlier deadline is permissible in Section 600, however, the deadline should also take into account what is best for the faculty under review. Lemus already contacted the department to move their deadline to a later date to allow more time for faculty to work on their files.

C. Inquiry about addition of new materials to PIF after submission of PIF

A department inquired if faculty could add new materials to their PIF after submitting it to the department. Adding new materials is allowed with the approval of the Chair or Department Personnel Committee. If the file is at the department level, both the Department Chair and DPC must be informed of the new material in writing. They may change their review letters to address the new materials. If the file is at the college level, the CPC must grant approval for the submission of the new materials.

If the CPC grants approval, then the file must return to the department level for a re-review.

D. Inquiry about consultation between Department Chair and DPC for RTP process

A DPC Chair reached out regarding a concern about an upcoming review for a promotion to full professor decision. Only two members from the DPC will be able to review the file for promotion to full professor, since the third member of the DPC is an associate professor. In the event that the two members of the DPC have a tie vote, they are still required to write a review letter addressing the Retention, Tenure, and Promotion criteria. However, the committee would not be able to make a recommendation as to whether the faculty member should be promoted. The CBA requires a majority vote for the reviewing agency to make a recommendation.

The DPC Chair asked for clarification on the parameters for consultation between Department Chair and the DPC per Section 600. Murray clarified that consultation between the two reviewing parties should be with the intent to clarify but not persuade either party to change its recommendation.

6. Discussion of Executive Orders 1100 and 1110

Schmidt-Levy updated the Committee on the outcome of the Faculty Senate decision regarding the proposed Resolution concerning Executive Orders 1100 and 1110. The Resolution to not implement the two Executive Orders was approved by the Faculty Senate.

7. Update from eRTP subcommittee

A. Request for extension for Nov. 9 deadline to Nov.15 for DNCBE faculty vote regarding eRTP pilot

B. Request for extension for Nov. 9 deadline to Nov.15 for CSM faculty vote regarding eRTP pilot

Murray updated the Committee on two requests from the DNCBE and CSM College Personnel Committees regarding PP&R asking them to be part of the eRTP pilot. Both colleges asked for extensions for the vote from the faculty regarding the pilot from November 9<sup>th</sup> to November 15<sup>th</sup>. After discussion, the Committee voted on the following:

**MSP:** That the DNCBE and CSM CPC be granted an extension from Nov. 9<sup>th</sup> to Nov. 15<sup>th</sup> for the deadline for the vote of the college faculty regarding participating in the eRTP pilot.

Passed 11-0-0.

A letter from PP&R with information regarding the pilot and the Interfolio company will be distributed to the two colleges. More feedback on the letter will be collected from the Committee via email. The letter will be sent to the two colleges as soon as it is completed.

8. Discussion of PP&R website (Lampert)

Lampert reviewed the current PP&R website with the Committee to look at the current organization. She also showed how comparable committees at other CSU campuses structured their websites. The Committee members were asked to email Lampert their top three changes they would like to see on the website.

9. Discuss proposed changes to Section 622.3, Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees

The Committee reviewed the proposed changes to Section 622.3. As the section is currently, there is no guaranteed spot for a member of the UCS faculty to serve on the Search and Screen Committee for the Director of University Counseling Services. PP&R selects two members to the Search and Screen Committee. A way to remedy this would be for the Committee to reassign one of its committee members spots to the University Counseling Services faculty to have a member on the Search and Screen Committee.

After discussion, the Committee voted on the following motion:

**MSP:** That Section 622.3, Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees, be revised as the follows:

**622.3** Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

1. This section deals with the appointment and evaluation of the following positions:
  - a. Academic-Administrative Employees. Management positions reporting directly to the Provost and Vice President for Academic Affairs including the following positions and any positions serving equivalent functions:

Vice Provost(s)

Associate Vice President, Faculty Affairs

Associate Vice President, Undergraduate Studies  
Associate Vice President, Research and Graduate Studies  
Associate Vice President, Academic Resources  
Dean, Extended Learning  
Director, Educational Opportunity Program (EOP)

- b. Administrative Employees. Other management positions of special interest to the faculty, including the following positions and any positions serving equivalent functions:

Associate Vice President(s), Student Affairs  
Director, Career Center  
Director, University Counseling Services  
Director of the Office of Equity and Diversity  
Director of Intercollegiate Athletics

2. At the request of the appropriate administrator, a search and screen committee will be formed as described below.

- a. Applicants for all positions indicated in 622.3.1.a. and 622.3.1.b. above except for the Director of Intercollegiate Athletics and Director, University Counseling Services shall be screened by a seven-member search and screen committee composed of two appointees by the President, at least one of whom will be a faculty member; the Faculty President or designee; one student appointed by the President of the Associated Students in consultation with the President; one appointee of the administrator responsible for the area; and two members appointed by the Personnel Planning and Review Committee.
- b. Applicants for the position of Director of Intercollegiate Athletics shall be screened by a seven to nine-member search and screen committee composed of the President of the Faculty or designee; two to four appointments by the President, including at least one faculty member; two faculty members designated by the Personnel Planning and Review Committee; the Faculty Athletic Representative; and one student member appointed by the President of Associated Students in consultation with the President.
- c. Applicants for the position of Director, University Counseling Services shall be screened by a seven-member search and screen committee composed of two appointees by the President, at least one of whom will

be a faculty member; the Faculty President or designee; one student appointed by the President of the Associated Students in consultation with the President; one appointee of the administrator responsible for the area; one member appointed by the Personnel Planning and Review Committee and one University Counseling Services tenure-track faculty member elected by the tenure-track faculty of University Counseling Services.

Approved 12-0-0.

This proposal will go to the SEC at its next meeting.

10. Updates from Liaisons regarding Department/College personnel procedures

The Committee members gave updates on their progress in communicating with the departments and colleges to whom they have been assigned.

11. Discuss PP&R Committee Composition

The Committee discussed the changes to the Bylaws about the composition of the PP&R Committee as previously discussed during the 2016-17 Academic Year. Previously, the Committee agreed that each college should only have one member representing it and that two members would be “At-Large” members elected from all eligible faculty. Changing the number of members from 13 to 11 was discussed, along with potentially including lecturers. Due to the workload, in particular in the Spring semester when the department/college personnel procedures are reviewed, the number of members was agreed to be kept at 13. Lecturers cannot participate in RTP Appeals, so it was agreed that members should be only tenured faculty. The Committee agreed to include in the proposal a provision that any member who has served for two consecutive terms may, at the end of the second the term, decline to serve a third term. A proposal will be brought to the next meeting for a vote.

12. Subcommittees met to Discuss Pending Matters for the 2017-18 Academic Year.

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

13. Other/New Business

The Section 600/700 Subcommittee was asked to include reviewing of Section 613 to its list of pending items.

14. Adjournment

The meeting was adjourned at 3:50 p.m.

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