

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 15, 2017 APPROVED BY COMMITTEE Nov. 29, 2017

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

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

POLICY ITEMS: 5, 7, 8

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, Adam Swenson, David Russell, William Whiting, Jeff Wiegley

Members Absent: None

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 1:17 p.m.

2. Approval of Minutes from November 1, 2017

The Committee reviewed the minutes of November 1, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of November 1, 2017 be approved as amended.

Passed 9-0-0.

3. Announcements

Russell announced that The David Nazarian College of Business and Economics faculty voted to be part of the eRTP pilot, and that it would be optional for faculty to be part of the pilot. The results of the College of Science and Mathematics vote are due today.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that the search committee is narrowing down the list of 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 the final on-campus interview is being conducted today.

C. Dean, Michael D. Eisner College of Education

Lemus updated the Committee that the charge meeting for the position happened yesterday, Tuesday Nov. 14, 2017. The search and screen committee finalized the Management Vacancy Announcement and it will be posted soon. Review of candidates is planned for February with interviews in the Spring 18 semester.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Request for one month extension for submission of personnel procedures from Department of Biology

The Department of Biology missed the deadline to submit their personnel procedures to the College Personnel Committee (CPC). They are asking for a one-month extension to submit their personnel procedures to the CPC.

After discussion, the Committee acted on the following motion:

MSP: That the Department Personnel Committee for the Department of Biology be granted an extension to submit their newly revised personnel procedures to the CPC by 5 pm on December 11, 2017.

Passed 11-0-0.

B. Inquiries about what can count as publications in department personnel procedures and department's ability to articulate this in light of college personnel procedures

An inquiry was received for a clarification on what is considered a publication, and if a department can substitute a funded grant for a publication. The Committee concluded that a funded grant can be substituted for a publication if the department approves in its personnel procedures. Departments have the responsibility to define what a significant contribution to the field of study, along with defining an appropriate evaluation process.

C. Inquiry about “predatory” journals

An inquiry was received from a department personnel committee that would like to preclude articles in “predatory” journals from counting towards meeting the requirement for RTP. It is very difficult to define what a predatory journals is. The Committee agreed that the Department Personnel Committee should determine if a journal is “predatory” or not.

PP&R will review its memo “Suggested Resources and Processes Pertaining to Publication Review in RTP” from October 2015 to address current concerns.

D. Inquiry about voting for drafts of personnel procedures

An inquiry was received from a department personnel committee on how necessary it is for department faculty to vote to accept revisions to personnel procedures. The Committee has held that the department faculty should be in agreement and have department vote for revisions to personnel procedures. As part of the five year review process, PP&R has asked for the department vote on the cover sheet of the revisions to personnel procedures. However, this requirement of a vote is not specified in Section 600, but it has been implied in practice based on Section 632.4 which states “It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standard, as defined by the candidate’s Department Personnel Committee and approved by departmental faculty(emphasis added), shall be submitted to the College Personnel Committee for approval.”

E. Inquiry about revision to Section 612

To respond to Inquiry D above, the Committee discussed a revision to Section 612 to specify that department faculty need to conduct a vote for any changes to department personnel procedures. After discussion, the Committee acted on the following motion:

MSP: That Section 612 will be revised to specify that a vote of the department faculty is required for any changes to department personnel procedures.

Approved 10-0-0.

Language for this revision will be reviewed at a future meeting.

6. Feedback for Lynn about PP&R website priorities

Any feedback for changes to the PP&R website will be emailed to Lynn Lampert.

7. Section 604 Discussion

The Committee discussed revisions to Section 604 that were approved during the Spring 17 semester, but were not moved forward to the Senate Executive Committee. After discussion, the Committee voted to revise the language to Section 604 to the following:

604 Professional Responsibility

This statement should serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from four major perspectives: 1) as a member of an academic profession; 2) as a teacher; 3) as a colleague; 4) as a part of an academic institution.

604.1 As a member of an academic profession, the faculty member:

1. Devotes energies to developing and improving scholarly competence.
2. Accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
3. Practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction, and free expression.
4. Respects the ethical and legal principles and guidelines of the faculty member's discipline(s).
5. Does not engage in exclusionary, exploitive ~~exploitative~~, harassing, ~~or~~ discriminatory, or retaliatory behavior towards faculty, staff, or students.
6. Treats faculty, staff, and students with civility, understanding, and respect.

Nothing in Section 604.1 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.2 As a teacher, the faculty member:

1. Encourages the free pursuit of students' learning and promotes the free and open exchange of ideas as related to the subject matter.
2. Exhibits and upholds the highest scholarly and ethical standards of the faculty member's relevant discipline(s); fosters honest academic conduct; and does not instruct, advise, or supervise students with whom the faculty member has personal or professional conflicts of interest.
3. Serves as an intellectual guide and mentor.
4. Does not participate in the formal evaluation of any student or in any

institutional decisions involving direct benefit to a student who is a member of the faculty member's immediate family, a blood relative, or with whom there is an economic, sexual, and/or romantic involvement that could reasonably be perceived as impairing objectivity.

5. Makes reasonable efforts to assure that evaluations of students are based on stated academic criteria.
6. Makes reasonable efforts to assure that students treat each other with civility, understanding, and respect.
7. Respects the confidential nature of the relationship between faculty member and student except when obligated to disclose information based upon University policy or law.
8. Does not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course.
9. Does not require students, by the authority inherent in the instructional role, to engage in particular political activities.
10. Does not persistently introduce material that has no relation to a subject into the presentation of that subject.
11. Adheres to published descriptions of course content and grading practices, such as those contained in syllabi, course outlines, and University catalogs.
12. Allows students the freedom to take reasoned exception to the data or views offered in a course of study.
13. Acknowledges significant academic or scholarly collaboration with, or assistance from, students.
14. Does not engage in exclusionary, ~~exploitive~~ exploitative, harassing, ~~or~~ discriminatory, or retaliatory behavior towards students.
15. Treats students with civility, understanding, and respect.

Nothing in Section 604.2 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.3 As a colleague, the faculty member:

1. Respects and defends the free inquiry of colleagues.
2. Shows due respect for the opinions of others in exchanges of criticism and ideas.
3. Acknowledges the contributions of others to the faculty member's academic work.
4. Strives to be objective when engaged in the professional judgment of colleagues.

5. Does not participate in personnel evaluations, such as appointment, retention, tenure, or promotion, of a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty members has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.
6. Does not participate in decisions, such as awarding of grants, sabbaticals, or other awards that involve a direct personal economic benefit or benefit to a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty members has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.
7. Does not engage in exclusionary, ~~exploitive~~ exploitative, harassing, ~~or~~ discriminatory, or retaliatory behavior towards colleagues.
8. Treats colleagues with civility, understanding, and respect.

Nothing in Section 604.3 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.4 As a member of an academic institution, the faculty member:

1. Seeks above all to be an effective teacher and scholar.
2. Observes the stated regulations of the institution provided they do not contravene academic freedom.
3. Maintains the right to criticize regulations and seek their revision.
4. Does not engage in outside employment that conflicts with normal work assignments or satisfactory performance of duties.
5. When considering the interruption or termination of services, recognizes the effect of such a decision upon the program of the institution and gives due notice of intentions.
6. Accepts a share of faculty responsibilities for the governance of the institution.
7. Helps ensure that the University meets its commitment to maintain an environment that promotes diversity and that is free from discrimination and harassment.
8. Does not engage in exclusionary, ~~exploitive~~ exploitative, harassing, ~~or~~ discriminatory, or retaliatory behavior towards members of the university community (students, faculty, staff, or administrators).
9. Treats members of the university community (students, faculty, staff, and administrators) with civility, understanding, and respect.

Nothing in Section 604.4 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

Approved 11-0-0.

The proposed language will be presented to the Senate Executive Committee at its next meeting.

8. Section 622.6.2, Appointment and Evaluation of Department Chairs, Review Suggested Changes from Senate Executive Committee

The Committee reviewed suggested changes from the Senate Executive Committee for the proposed revisions to Section 622.6.2. After discussion, the Committee voted on the following:

MSP: That the suggested changes from the Senate Executive Committee be accepted. The new proposed language to Section 622.6.2 is now 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.

The Search and Screen Committee will solicit candidates for the position of Department Chair. Nominations, including self-nominations, for the position of Department Chair will be nominated by any member of the department's tenure track faculty. 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 will conduct an advisory vote to allow the Department's tenure track faculty to indicate their preference for Department Chair. 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 number of votes received by each candidate, on the advisory ballot, 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.

The Dean shall provide opportunities for full-time faculty in the department to have conferences with the Dean concerning the selection of a new chair. After these conferences, the Dean of the College will 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's advisory vote. 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 12-0-0.

The proposed language for Section 622.6 will proceed to the next step of the process, which is First Reading by the Faculty Senate.

9. Updates from Liaisons regarding Department/College personnel procedures

The Committee members gave updates on their progress in communicating with their assigned departments and colleges.

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

A. eRTP Subcommittee

Murray announced that PP&R is waiting for the vote from the College of Science and Mathematics on whether they will be participating in the eRTP pilot.

Training sessions will be organized and announced.

B. Search and Screen Manuals Subcommittee

Whiting announced that the subcommittee has reached out to Susan Hua for a meeting on suggested changes to the manuals.

C. Section 600/700 Subcommittee

None.

11. Other/New Business

Lemus announced that the Chancellor's Office has just provided the WTUs that each campus must award as part of the Exceptional Service to Students Awards. Volunteers were accepted to be on the subcommittee to review applications for the award. Owen Doonan, Lynn Lampert, and Vicki Ebin all volunteered to serve on the subcommittee.

Due to the late announcement of the WTUs for the awards, the Committee agreed to an application deadline of February 15, 2018. The subcommittee will update the application form as appropriate for the new cycle of applications. An announcement to the campus is planned for the 2nd week of December.

12. Adjournment

The meeting was adjourned at 3:35 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on November 29, 2017 in UN 277.