

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 29, 2017 APPROVED BY COMMITTEE Dec. 13, 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, Victor Shaw,  
Judy Schmidt-Levy, Adam Swenson, David Russell, William Whiting,  
Jeff Wiegley

Members Absent: None

Visitors: Monica Hussein, Stella Theodoulou

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

Staff Absent: None

1. Call to Order

Murray called the meeting to order at 1:20 p.m.

2. Approval of Minutes from November 15, 2017

The Committee reviewed the minutes of November 15, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of November 15, 2017 be approved as amended.

Passed 12-0-1.

3. Announcements

Murray announced that the eRTP contract with Interfolio is currently pending approval before trainings for faculty and reviewers can begin. Murray is planning on recording trainings with lecture capture and they will be customized for the faculty who will be uploading ePIFs, and the reviewers who will be evaluating them.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that on-campus interviews are being scheduled for February.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that the final report for the search would be presented to PP&R by the chair of the search and screen committee today. See item 7.

C. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the charge meeting for the position was held on Nov. 14, 2017. The search and screen committee is reviewing and finalizing the screening instruments and other documents for the search. The first meeting of the committee is scheduled for December 1, 2017.

5. Dean, College of Social and Behavioral Sciences MVA and Job Description; Vice Provost Stella Theodoulou on behalf of Provost

Vice Provost Stella Theodoulou, on behalf of Provost Li, presented the Management Vacancy Announcement and the Job Description for the position of Dean of the College of Social and Behavioral Sciences. After discussion, the Committee acted on the following motion:

**MSP:** That the position for Dean of the College of Social and Behavioral Sciences be approved.

Approved 13-0-0

6. Updates on Section 600 Decisions, Approvals, Inquiries

A. Update on Committee vote for Assistant Professor to serve as external peer-reviewer of a scholarly/creative contribution

Murray updated the Committee on its email vote regarding an inquiry received from a department on approving an Assistant Professor from another department at CSUN to serve as an external peer-reviewer. The Committee voted to not allow the faculty member to serve as the peer-reviewer because they are internal to CSUN, and PP&R has defined external peer-reviewers to be external to CSUN. The department has been instructed to look for another peer-reviewer.

B. Inquiries about outside reviews

Continuation of item A above. The Committee will be further clarifying the language in Section 600 to specify that peer-reviewers are to be external to CSUN.

C. Discussion of CFA request for modification of Section 703.2

An inquiry was received from the CFA to consider modifying Section 703.2 to include the language from Collective Bargaining Agreement (CBA) Article 11.2, which states that “A faculty unit employee shall have the right to submit material to his/her Personnel Action File.” Section 703.2 currently provides a list about what items lecturers can add to their Personnel Action Files (PAF). The committee decided to keep the current language of Section 703.2 intact.

7. **Executive Session: Dean of David Nazarian College of Business and Economics Review Search Report, Monica Hussein Chair of Search and Screen Committee**

Monica Hussein, Chair of the Search and Screen Committee met with the Committee to discuss the search for the Dean of the David Nazarian College of Business and Economics. The Committee reviewed the final report of the search. After discussion, the Committee acted on the following motion:

**MSP:** That the search process for the Dean of the David Nazarian College of Business and Economics be approved.

13-0-0.

8. **Review of Proposed Revision to Section 612**

The Committee reviewed proposed language revisions to Section 612 as discussed at the previous meeting, 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 be revised as follows:

**Section 612** Responsibilities of Faculty Committees

Section 612.5 Department Level

Section 612.5.2.c.(3).f

Department criteria, policies, and procedures, even if unchanged, shall be reviewed in their entirety every five (5) years to assure consistency with College and University policies and procedures and the Faculty Collective Bargaining Agreement. This review shall begin no later than the fall of the fifth academic year. After approval by tenure track

faculty in a Department vote review, the procedures shall be forwarded to the College Committee for review, and then be submitted to the Personnel Planning and Review Committee for review and approval. If substantive changes are made to the personnel procedures during the College or University review, the tenure track faculty of the Department must vote to approve the modified document. Procedures not forwarded to, and approved by, the College Committee and the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

Approved 12-0-0.

9. Feedback for PP&R website priorities

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

10. Updates from liaisons regarding Department/College personnel procedures

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

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

A. eRTP Subcommittee

See update in item 3.

B. Search and Screen Manuals Subcommittee

Whiting announced that he met with Susan Hua for suggested changes to the manuals. Suggested revisions to the manuals will be presented to the Committee at an upcoming meeting.

C. Section 600/700 Subcommittee

Wiegley updated the Committee that revised language to clarify external reviewers will be reviewed at the next meeting.

12. Other/New Business

None.

13. Adjournment

The meeting was adjourned at 3:09 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on December 13, 2017 in UN 277.