

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 30, 2016 APPROVED BY COMMITTEE Dec. 14, 2016

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, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: None

Staff Present: Daisy Lemus, Executive Secretary

1. Call to Order

Grant called the meeting to order at 1:23 p.m.

2. Approval of Minutes from November 16, 2016

The Committee reviewed the minutes of November 16, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of November 16, 2016 be approved as amended.

Passed 10-0-2.

3. Announcements

No announcements.

4. Section 600 Searches for 2016

A. Associate Vice President, Faculty Affairs

Herrera reported that the search for the Associate Vice President for Faculty Affairs is progressing. On-campus interviews are currently underway on Nov. 28-29 and Dec. 1-2, and the open forum information was announced. The Committee was encouraged to attend the scheduled sessions for the Senate Executive Committee and PP&R or the open forums.

B. Director, Educational Opportunity Programs

Herrera shared that the charge meeting for the search was on Wednesday, Nov. 16. The search committee is meeting to discuss evaluation instruments for searches and the position will be posted within the next few days.

C. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that the MVA has been posted and is currently being advertised. The review of applications will begin on January 30th.

D. Associate Dean, College of Humanities

Lemus reported that two candidates have been selected for on-campus interviews. The dates of the on-campus interviews are forthcoming.

E. Director of University Counseling

No update.

5. Assistant Vice President for Graduate Studies

Ayala-Alcantar reported that the Committee invited two candidates for on-campus interviews. The search committee met to deliberate on its recommendation to the Provost. Reference checks on the final candidates are ongoing.

6. Update on Extraordinary Service to Students Awards

The subcommittee updated the Committee that successful candidates were contacted with a signed memo from Sheila Grant with copies to the Dean and Department Chair. The memos were sent out Nov. 21, 2016 to meet the deadline of Nov. 23, 2016.

7. Review of Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c for 10 day period in RTP process (Sect 600 Subcommittee)

This discussion was postponed until the next Committee meeting on 12/14/16.

8. Review of Section 622.4 Appointment and Evaluation of Deans of Colleges and the Library & 622.6.2.b. Nomination of Candidates & 622.6.2.c Department Recommendation & 622.6.d. Responsibility of the College Dean (Sect 600 Subcommittee)

The Committee reviewed the Section 622.4 Appointment and Evaluation of Deans of Colleges and the Library. After discussion, the Committee acted on the following motion:

MSP: That Section 622.4.1 in the *Administrative Manual* be revised as follows:

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

Applicants shall be screened by a six-member committee ~~composed~~ comprised of

a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Professors, Librarians, or Student Services Professionals, Academic-Related SSP-AR including chairs, in that College.

For colleges comprised of fewer than four departments there must be at least one member from each department. For all other colleges there may be no more than one member from each department.

b) One member elected by the Personnel Planning and Review Committee from its own membership.

c) One member appointed by the President, ~~and~~.

d) ~~and~~ One student member chosen by the other members of the committee.

It is strongly recommended that Search and Screen Committees have a diverse membership, including an individual currently or formerly serving as Dean of a College, and members familiar with the duties and responsibilities of the position to be filled.

Passed 11-0-1.

The Committee reviewed the Section 622.6 Appointment and Evaluation of Deans of Colleges and the Library. After discussion, the Committee acted on the following motion:

MSP: That Section 622.6.2.b in the *Administrative Manual* 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.~~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 committee member who becomes a candidate shall resign and be replaced.

Passed unanimously.

After discussion, the Committee acted on the following motion:

MSP: That Section 622.6.2.c in the *Administrative Manual* be revised as follows:

c. Departmental Recommendation.

The Department Search and Screen Committee shall hold an advisory vote by the department's tenure track faculty from the list of nominees for Department Chair. ~~submit its nomination(s) to the tenure track faculty in the Department, for a vote. After considering the vote of the faculty in the Department,~~ The Committee shall forward the results of the vote and the Committee's recommendation ~~its recommendation,~~ and ~~the vote of the faculty in the Department,~~ to the Dean of the College.

Passed 11-1-0.

After discussion, the Committee acted on the following motion:

MSP: That Section 622.6.2.d in the *Administrative Manual* be revised as follows:

d. Responsibility of the College 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 of the Department department 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.

Passed unanimously.

9. Updates from Subcommittees, Pending Matters for the 2016-2017 Academic Year.

The subcommittees discussed their progress on the items assigned to them:

eRTP subcommittee – (Herrera, Boyns, Rowlands, Zhang, and Grant):

The subcommittee members will be having a meeting after to discuss ePIF report from Spring 2014.

Sect 600 subcommittee – (Wiegley, Murray, Lampert, and Grant):

The subcommittee gave an update on its progress and previews of other changes to Section 600.

Manuals and MPP searches subcommittee – (Levy, Whiting, and Grant):

The subcommittee gave an update that it will be having a meeting with Susan Hua, Director of the Office of Equity and Diversity.

Service Credit/MOUs subcommittee – (Ayala-Alcantar, Ebin, Doonan, and Grant):

Members reported that they are collecting information on MOU best practices from other CSU campuses.

PP&R Composition (Item #12) Committee of the Whole:

The suggestion previously discussed by the Committee for constituting the Committee membership from all the colleges will be brought forward to the Faculty Senate Executive Committee at its first meeting of the Spring 2017 semester by SEC members, Schmidt-Levy and Grant, for discussion.

10. Updates for Department and College Personnel Procedures

The members assigned as liaisons for the review of Department and College personnel procedures gave updates on their progress.

11. Other/New Business

The Committee reviewed the results of the second Doodle poll for the best day to hold a PP&R Retreat. A new poll will be sent out with new possible dates.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on December 14, 2016 in University Hall 277. The meeting was adjourned at 4:21 p.m.