

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 7, 2018 APPROVED BY COMMITTEE Feb. 21, 2018

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, Vicki Ebin, Rosa RiVera-Furumoto, Lynn Lampert, David Moguel, Sean Murray, David Russell, Victor Shaw, Judy Schmidt-Levy, Adam Swenson, William Whiting, Jeff Wiegley

Members Absent: Owen Doonan

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 1:20 p.m.

2. Approval of Minutes from January 24, 2018

The Committee reviewed the minutes of January 24, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of January 24, 2018 be approved as amended.

Passed 10-0-0.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that on-campus interviews are commencing this week for candidates.

B. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee will begin reviewing applications in February.

C. Dean, College of Social and Behavioral Sciences

PP&R must put forward a representative to serve on the search and screen committee for the position of the Dean for the College of Social and Behavioral Sciences. After discussion, Christina Ayala-Alcantar was elected as the representative for the Committee.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Update: Extension request from Deaf Studies DPC, for Chair Designee, RTP letter deadline to Jan. 29, 2018 granted

Murray updated the Committee that, on behalf of the Committee, he granted an extension, from January 26<sup>th</sup> to January 29<sup>th</sup>, for the Department Chair designee to give recommendation letters to faculty candidates.

B. Update on Extension request from Management Dept. RTP letters deadline to Jan. 29, 2018 granted

Murray updated the Committee that, on behalf of the Committee, he granted an extension, from January 26<sup>th</sup> to January 29<sup>th</sup>, for the Department Chair to give recommendation letters to faculty candidates. The recommendation were uploaded to Interfolio, but were not “shared” with the faculty, and therefore they did not have access to read the letters.

C. Update on Extension request from Central American Studies deadline to Feb. 7, 2018 granted.

Murray updated the Committee that, on behalf of the Committee, he granted an extension for two faculty in the Central American Studies Dept. to be allowed to submit rebuttal letters to the Department level reviews until February 7<sup>th</sup>. This was granted because the candidates were not able to review the Departmental level letters until Monday, January 29<sup>th</sup>.

6. Update on Adoption of Policy Recommendations

Murray updated the Committee on updates to the proposed policy adoptions that were presented to the Senate Executive Committee at the February 1<sup>st</sup> meeting.

- A. Section 604 Professional Responsibilities is moving forward to Faculty Senate for First Reading on February 15<sup>th</sup>.
- B. Section 612 Responsibilities of Faculty Committees is moving forward to Faculty Senate for First Reading on February 15<sup>th</sup>.
- C. Section 622.3 Appointment and Evaluation of Designated Academic Administrative and Administrative Employees is moving forward to Faculty Senate for First Reading on February 15<sup>th</sup>. The rationale for this proposal will be updated to clarify that the intent is to make room for one faculty member from Counseling Services to serve on the search committee.
- D. Section 632.4.2 Contributions to the Field of Study.  
The Committee discussed whether to modify the proposed change for Section 632.4.2. After discussion, the Committee acted on the following motion:

**MSP:** That Section 632.4.2 proposed changed be revised to the following:

632.4 Contributions to the Field of Study.

1. The University Standard.

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

1. Defining Significant Scholarly and Creative Contributions.

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 standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval (See Section 612.4.2.b.(2)). College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c).

- a. Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements. Publication is a standard university measure of professional achievement. But where publication is not a, or the only, measure of achievement within a discipline, or where traditional academic peer review is not a formal part of the decision making process in the publication, dissemination, performance, or display of a candidate's work, the evaluation of the candidate must include:
  - (1) Identification of the format and public forum in which the work appears and a statement of its significance to the field of study.
  - (2) Specific procedures and criteria by which the work will be evaluated. The evaluation shall include outside reviews by peers in the field who are not Administrators, Faculty, or Staff at CSU Northridge.
- b. In the absence of an approved departmental procedure defining significant scholarly or creative contributions to the field of study, the university shall recognize as significant contributions to the field of study peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field

Approved: 10-0-0. The policy adoption with the revised language above will be sent forward to the Faculty Senate First Reading on February 15<sup>th</sup>.

E. Bylaw modification for composition of PP&R (revert back to PP&R)

Murray shared with the Committee comments from the Senate Executive Committee regarding the proposed change to the Bylaws of the composition of PP&R. After discussion, the Committee acted on the following motion:

**MSP:** That the discussion for the proposed revision to the Bylaws be withdrawn.

Approved 8-2-1.

7. **Executive Session: Provost update on Second Year Retention, Tenure and Promotion**

Lemus, on behalf of Provost Li, met with the Committee to update them on the reviews of 2nd Year tenure-track faculty members.

8. Review of Department and College Personnel Procedures

A. Child and Adolescent Development Tenure-Track and Lecturer (D. Moguel)

The Committee reviewed the tenure-track and lecturer procedures from the Department of Child and Adolescent Development. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That both procedures for the Department of Child and Adolescent Development be sent back to the department for clarifications.

Approved 11-0-0.

B. University Counseling Services Tenure-Track and Lecturer ( S. Murray)

The Committee reviewed the tenure-track and lecturer procedures for the University Counseling Services.

After discussion, the Committee acted on the following motion:

**MSP:** That the Tenure-Track procedures for University Counseling be approved as amended, contingent on Department acceptance of all revisions from PP&R, and pending receipt of a clean electronic copy.

Approved 12-0-0.

After discussion, the Committee acted on the following motion:

**MSP:** That the Lecturer procedures for University Counseling be approved as amended, contingent on Department acceptance of all revisions from PP&R, and pending receipt of a clean electronic copy.

Approved 12-0-0.

C. Manufacturing Systems Engineering Management Tenure-Track and Post Tenure Review (D. Russell)

The Committee reviewed the tenure-track and lecturer procedures from the Department of Manufacturing Systems Engineering Management. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That both procedures for the Department of Manufacturing Systems Engineering Management be sent back to the department for clarifications.

Approved 12-0-0.

9. Review Proposed language Section 612, optional term limit for PP&R Committee  
The Committee reviewed proposed language to Section 612, to

## **612 Responsibilities of Faculty Personnel Committees.**

### 612.1 General Obligations.

Faculty Personnel Committees at three levels (University, College, and Department) advise and recommend to the President and other administrative officers on all personnel matters. These recommendations shall be based upon evaluative comparison of each faculty member's qualifications against the standards defined in the Collective Bargaining Agreement, Academic Personnel Policies and Procedures, College Personnel Policies and Department Personnel Policies ~~outlined in this Manual for retention, tenure, promotion, and service salary increase.~~

### 612.2 Composition and Eligibility – General Considerations.

1. Tenure and Rank.

With the exception of the Personnel Planning and Review Committee, all personnel committees shall be composed of tenured faculty unit members selected by the probationary and tenured faculty unit employees. Because the Faculty Collective Bargaining Agreement (Article 15) requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion, only those members of personnel committees who are at a higher rank may participate in promotion deliberations. Consequently, some committees may have to be composed of only Professors, Librarians, or Student Services Professionals III, Academic-Related in order to conduct their business. Subject to the limitations of Article 15 of the Faculty Collective Bargaining Agreement and Section 612.5.1.b., participants in the Faculty Early Retirement Program may be eligible to serve on Department personnel committees charged with retention, tenure, and/or promotion reviews.

2. Obligation to Serve.

- a. To accept nomination is an obligation of all eligible persons.
  - b. To serve if elected is an obligation.
  - c. Decline of nomination or resignation from committees shall be based on one of the following conditions:
    - (1) Appointment or election to a University position that prohibits dual service or renders service in both capacities inordinately difficult.
    - (2) Health.
    - (3) Leave of Absence (see Section 612.2.4).
    - (4) Persons who have served two consecutive full terms as members of Personnel Planning and Review may decline nomination for a third consecutive term.
3. Dual Service.

No faculty member shall serve as a part of a recommending agency that would permit the casting of a second recommendation on any faculty member during an academic year. A President of the Faculty who concurrently serves as a Department Chair is exempt from this regulation in respect to service on the Personnel Planning and Review Committee. A Faculty President who is a Department Chair shall not participate in the deliberations and voting of the Personnel Planning and Review Committee involving faculty members from the Faculty President's Department.

After discussion, the Committee acted on the following motion:

**MSP:** That the proposed language be withdrawn and not moved forward for consideration.

Approved 12-0-0.

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

A. eRTP Subcommittee

The Subcommittee plans on distributing an assessment tool during the Spring 18 semester to collect feedback on the Interfolio product, and provide a report to the Faculty Senate.

B. Search and Screen Manuals Subcommittee

Whiting updated the Committee that a draft of the manuals is in progress. It was confirmed that the manuals do not need to be forwarded to the Faculty Senate for approval for changes. Approval of changes by PP&R is sufficient.

C. Section 600/700 Subcommittee

It was proposed that over the summer, the Committee would hold a summit to discuss changes to Early Promotion and Early Tenure policies.

11. Other/New Business

The Committee will begin at 1 pm, starting with the March 7<sup>th</sup> meeting.

13. Adjournment

The meeting was adjourned at 3:59 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on February 21, 2018 in UN 277.