

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 21, 2018 APPROVED BY COMMITTEE March 7, 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, Owen Doonan, 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: None

Visitors: None

Staff Present: Sheila Grant, Senior Director of Academic Personnel, Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

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

2. Approval of Minutes from February 7, 2018

The Committee reviewed the minutes of February 7, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of February 7, 2018 be approved as amended.

Passed 12-0-1.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that on-campus interviews are almost finished. Committee members are encouraged to attend the open forums for the candidates.

B. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee is currently conducting the first screening of the applications.

C. Dean, College of Social and Behavioral Sciences

Ayala-Alcantar updated the Committee that the charge meeting will take place on Friday, February 23<sup>rd</sup>.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Update: Extension request for submitting of rebuttal letter from candidate

Murray updated the Committee that, on behalf of the Committee, he granted an extension for an additional day to the deadline for a candidate to submit her rebuttal letter. The candidate also asked for a second extension, but was denied. The candidate was able to submit her rebuttal in time to meet the deadline.

B. Update: Extension request from Department chair for revision to review letter

Murray updated the Committee that, on behalf of the Committee, he granted an extension for a Department Chair to submit a revision to a candidate's review letter. The revision was due to a miscommunication over a publication acceptance. The Department Chair was given an extension to have the revised letter to the candidate by Friday, February 16<sup>th</sup>.

C. Inquiries from GRIF Faculty Members about alteration of on-line version of Section 652.3.1.c by Faculty Affairs

Murray updated the Committee that he had been contacted by a few faculty members who, while preparing their applications to be GRIF, noticed a discrepancy in the GRIF section 652.3.1.c in the printed manuals verses the online manual posted on the website. The discussion continued into item 6 below.

6. Discussion and voting on resolution for the restoration of Senate-approved language to Section 652.3.1.c

The committee discussed the resolution distributed to the Committee regarding the GRIF policy, which was discovered to be different in the printed manual verses the manual posted on the website. After discussion, the Committee acted on the following motion:

**MSP:** That the online version be immediately restored to match what has been approved by PP&R and Faculty senate published in the 2017-2018 Academic Year Academic Personnel Policies and Procedures. Such that Section 652.3.1.c reads: "Non-state funds must be identified to cover the GRIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRIF position. The source of non-state funds cannot be a direct charge to the grant."

Approved 12-1-0

AVP for Research and Graduate Studies Crist Khachikian will be invited to a future meeting to discuss changes to the GRIF policy.

Also Daisy Lemus to address the issue at the next meeting.

7. Update on Adoption of Policy Recommendations

Murray updated the Committee on the proposed policy adoptions that were presented to the Faculty Senate on the February 15<sup>th</sup> meeting.

A. Section 622.6.2 (Appointment and Evaluation of Department Chairs) – Second Senate Reading

**Proposed policy (clean copy):**

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 put forward by any member of the department's tenure track faculty. All candidates will 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.

The Department Search and Screen Committee will conduct an advisory vote to allow the Department's tenure track faculty to indicate their preference for Department Chair. The Department Search and Screen Committee will 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.

d. Responsibilities of the College Dean.

The Dean will 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 results of the department faculty's advisory vote.

A tracked-changed version will be distributed electronically to PP&R members. The Senate-approved language above will be forwarded to CSUN President Dianne Harrison.

B. Section 604 (Professional Responsibility) – First Senate Reading

Murray updated the Committee that the proposed revisions were presented to the Faculty Senate. Murray shared the comments from the Floor. After discussion, the Committee agreed to leave the language as is.

C. Section 612 (Responsibilities of Faculty Committees) – First Senate Reading

Murray updated the Committee that the proposed revisions were presented to the Faculty Senate. Murray shared with the Committee that there were no comments from the Floor.

D. Section 622.3 (Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees) – First Senate Reading

Murray updated the Committee that the proposed revisions were presented to the Faculty Senate. Murray shared with the Committee that there were no comments from the Floor.

E. Section 632.4.2 (Contributions to the Field of Study) – First Senate Reading

Murray updated the Committee that the proposed revisions were presented to the Faculty Senate. Murray shared the comments from the Floor. Concerns were raised that some disciplines may not be able to comply with this proposed revision stipulating that outside reviewers for RTP are to be external to CSUN. The Committee discussed possible options to revise the proposal. Murray will work on drafting revised language and will present back to the Committee for review.

8. Review of Department and College Personnel Procedures

A. Asian American Studies Tenure-Track (C. Ayala-Alcantar)

The Committee reviewed the tenure-track procedures from the Department of Asian American Studies. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track procedures for the Department of Asian American Studies be sent back to the department for clarifications.

Approved 12-0-0.

B. Africana Studies Tenure-Track (R. RiVera-Furumoto)

The Committee reviewed the tenure-track procedures for the Department of Africana Studies. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track procedures for the Department of Africana Studies be sent back to the department for clarifications.

Approved 11-0-0.

C. Communication Disorders and Sciences Tenure-Track (V.Shaw)

The Committee reviewed the tenure-track procedures for the Department of Communication Disorders and Sciences. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track procedures for the Department of Communication Disorders and Sciences be sent back to the department for clarifications.

Approved 12-0-0.

9. Update on Exceptional Service to Student Awards

Lampert gave the Committee an update on the progress of the Exceptional Service to Students Awards. Applications are currently being accepted, and the application deadline is Friday, February 23<sup>rd</sup>.

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

- A. eRTP Subcommittee
- B. Search and Screen Manuals Subcommittee
- C. Section 600/700 Subcommittee

No updates given.

11. Other/New Business

None.

12. Adjournment

The meeting was adjourned at 4:55 p.m.

The next meeting of the Committee is scheduled for 1:00 p.m. on March 7, 2018 in UN 277.