

California State University, Northridge

Personnel Planning and Review Committee
Annual Report (May 2008)
Academic Year 2007-2008

I. Membership

The Committee membership consisted of the Faculty President and twelve members of the faculty elected by their colleagues in the eight Academic Colleges, the Library and the Student Affairs area. The Associate Vice President of Faculty Affairs, Penelope Jennings, served as Executive Secretary for the Committee.

John Adams (Spring 2008)	Modern and Classical Languages and Literature
David Aks	Music
Jack Alanen	Computer Science
Karen Anderson (Chair)	University Library
Marshall Bloom	University Counseling Services
Herman DeBose (Fall 2007)	Social Work
Jorge Garcia	Chicano/a Studies
Sheila Grant (Spring 2008)	Psychology
Judith Marti	Anthropology
Jennifer Matos	Biology, Faculty President
Michael Neubauer	Mathematics
Elias Ramos (Fall 2007)	Modern and Classical Languages and Literature
Shari Tarver-Behring	Educational Psychology and Counseling
Elizabeth Trybus	Systems and Operations Management
William Whiting	Kinesiology

II. Meetings

Fall Semester (9)

September 5
September 19
October 3
October 17
October 31
November 14
November 28
December 12
December 19

Spring Semester (12)

January 30
February 13
February 27
March 12
March 26
April 2
April 9
April 23
April 30
May 7
May 14
May 21

III. Committee Actions

A. Appeals of Negative Recommendations at the College Level for Tenure and/or Promotion

The Committee considered four appeals on retention, tenure, and promotion and made recommendations to the Provost and Vice President of Academic Affairs.

B. Approval of 2008-2009 Academic Year Calendar of Personnel Actions

A proposed calendar for 2008-2009 personnel actions was approved.

C. Recommendation of Candidates for Emeritus Status

Twenty senior tenured faculty members who retired during the 2007-2008 year or earlier were recommended for Emeritus status. (Attachment A).

D. Search and Screen Committees

The reports of four Search and Screen Committees convened during the 2007-2008 academic year were reviewed. Three were forwarded to the Provost and one to the Dean of the College of Health and Human Development.

Dean of the College of Business and Economics
Dean of the College of Health and Human Development
Dean of the Michael D. Eisner College of Education
Associate Dean of the College of Health and Human Development

E. Interim Appointments

The report of one interim appointment was reviewed and approved.

Interim Vice President for Administration and Finance.

F. The Following Sections of the Administrative Manual Were Forwarded to and Approved by the Faculty Senate

Section 645, Periodic Review of Tenured Faculty (“Post Tenure Review”), is a new policy. It pulls together the steps of the process that must be followed to be in conformity with the *Faculty Collective Bargaining Agreement* and the rest of Section 600 of the *Administrative Manual*. Additionally, it establishes a process for review and approval of department procedures for post-tenure reviews.

Section 652, Grant-Related/Specially-Funded Instructional Faculty (GRIF) Appointments, is a new policy. GRIF appointed faculty are recognized for their outstanding research contributions through the use of non-State resources to supplement or augment their base salaries during the period of GRIF appointment. The policy must be approved by the Chancellor’s Office before it can be applied on this Campus.

G. Editorial Changes to Section 600

Section 600 as a whole was revised to include references to Librarians and Counselors where appropriate.

Section 606.1.2(a) [listing what the Personnel Action File shall include] was revised to add sabbatical leave reports.

Section 631.2 [related to retention, tenure, and promotion review and recommendations made based on department procedures] was revised to include a reference to Section 612.5.2.g that specifies conditions under which a candidate can be reviewed under a set of procedures other than the most current.

Section 631.4 [related to retention, tenure, and promotion review and recommendations made based on college procedures] was revised to include a reference to Section 612.4.2.b(6) that specifies conditions under which a candidate can be reviewed under a set of procedures other than the most current.

Section 635.2.2 [related to faculty response time to written evaluations and recommendations] was revised from seven (7) calendar days to ten (10) calendar days per the Faculty Collective Bargaining Agreement. Passed by the Senate Executive Committee during the Summer 2007.

Section 644.1 [related to eligibility for Service Salary Increases] was revised to eliminate all language related to steps on the salary schedule which are no longer included in the Faculty Collective Bargaining Agreement. Passed by the Senate Executive Committee during the Summer 2007.

Section 660.4.1 and Section 660.2.b [related to faculty response time to decisions on retention, tenure, and promotion, as well as appeals] was revised from seven (7) calendar days to ten (10) calendar days per the Faculty Collective Bargaining Agreement. Passed by the Senate Executive Committee during the Summer 2007.

H. Editorial Changes to Section 700

Section 700 was revised to be consistent with changes in the new Faculty Collective Bargaining Agreement and Section 600 of the *Administrative Manual*. Passed by the Senate Executive Committee during the Summer 2007.

Additional editorial changes were made to Section 700 during the academic year.

I. Eighteen College and Department Personnel Procedures were Reviewed

Eighteen sets of personnel procedures were reviewed. Twelve new or revised sets of procedures were approved, one was not approved and will be resubmitted next year, and five departments decided to postpone submission of final revisions until next year (Attachment B).

J. Other Items

1. Named one PP&R member to the Search and Screen Committee for Dean of the College of Health and Human Development.
2. Named one PP&R member to the Search and Screen Committee for Dean of the Michael D. Eisner College of Education.
3. Named two representatives (one a PP&R member) to the Search and Screen Committee for Associate Vice President of Administration and Finance.
4. Named one PP&R member to the committee on the five-year review of the Vice President for Student Affairs.
5. Chair of PP&R, AVP of Faculty Affairs, and PP&R representatives attended meetings with the Department Chairs, Department Personnel Committee Chairs, College Personnel Committee Chairs, Deans, and the Provost to discuss RTP criteria and process, PIF's, and criteria for early tenure and promotion.
6. Chair of PP&R, the AVP of Faculty Affairs, and PP&R representatives attended the RTP workshops sponsored by the CFA.

7. "FAQs about Professional Information Files and RTP Personnel Planning and Review Committee" were reviewed and revised. The document was sent to Department Chairs and Deans for distribution to faculty.
 8. "Guidelines for Review and Development of College and Department Personnel Procedures" were developed and distributed to aid PP&R members working with departments and colleges on personnel procedures.
 9. Members of the College of Science and Mathematics and the Associate Vice President for Graduate Studies, Research & International Programs met with PP&R to discuss the Grant-Related/Specially Funded Instructional Faculty (GRIF) Policy.
 10. Members of the Faculty Senate Education and Equity Committee's Subcommittee on Recruitment and Retention of Minority Faculty met with PP&R to discuss their concerns about Section 620.2.3.
 11. A joint subcommittee of PP&R and the Faculty Senate Executive Committee met to determine if Section 604 of the *Administrative Manual* could be deleted. It was determined that the Section related to professional responsibilities was still needed, but that it should be revised and updated.
 12. At a meeting of the Faculty Senate Educational Equity Committee (EEC) the Chair of PP&R and members of the PP&R Subcommittee on Equity and Diversity presented the revised Section 620.2.3 as a first step in an extensive consultation process. After discussion the EEC voted to endorse Section 620.2.3 as presented.
 13. Guidelines for new members of PP&R were revised.
 14. The Committee invited new members for "new member orientation" on May 14, 2008.
- K. Matters Pending for the 2008-2009 Academic Year
1. Review the definition of "teaching faculty" in Section 600.
 2. Revise and update Section 604.
 3. Continue consultations with various Campus units on the revised Section 632.5.2. The new proposed language is intended to ensure that search and screen committees are informed about equity and diversity matters in hiring and that they conform to the provisions in the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions*.
 4. Review Section 712.1 regarding service salary increases, specifically the 24 unit rule (English Department request).
 5. Continue to discuss methods for evaluating various modes of instruction (on-line, service learning, etc.) and the best means of incorporating them into personnel procedures.
 6. Continue to review Section 700.

Attachment A

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Anderson, Gary	Professor	1987-2007	Economics
Ansari, Shahid	Professor	1986-2007	Accounting & IS
Bell, Janice	Professor	1986-2006	Accounting & IS
Bishop, Naomi	Professor	1977-2008	Anthropology
Campbell, Bonita	Professor	1975-2008	Manuf. Sys. Eng. & Mgmt.
Chianese, Robert	Professor	1969-2008	English
Dezseran, Catherine	Professor	1985-2008	Theatre
Dodson, Snowdy	Librarian	1974-2008	Technical Services
Downing, June	Professor	1995-2007	Special Education
Eaton, Arlinda	Professor	1979-2008	Elementary Education
Ecklund, Kristin	Librarian	1971-2008	Ref. & Instr. Services
Hsu, I-nan	Professor	1978-2008	Chemistry & Biochem.
Kellenberger, James	Professor	1967-2008	Philosophy
Kroll, Barbara	Professor	1988-2008	English
Mincer, Tom (posthumous)	Associate Prof.	1987-2008	Mechanical Engineering
Plutsky, Susan	Professor	1983-2008	Marketing
Truex, Gregory	Professor	1968-2008	Anthropology
Walton, Stephen (posthumous)	Professor	1987-2006	Physics & Astronomy
Wilson, Barbara	Professor	1994-2008	Accounting & IS
Wolfe, George	Associate Prof.	1990-2008	Physical Therapy

Attachment B

Personnel Planning and Review Committee
2007-2008 College and Department Personnel Procedure Review

Procedures	Status
Asian American Studies	Postponed until next year, will follow Section 600
Business Law	Approved
Child & Adolescent Development	Approved
College of Business and Economics	Approved
Communication Disorders & Sciences	Approved
Elementary Education	Postponed until next year
English	Postponed until next year
Geography	Approved
Manuf. Sys. Eng. & Management	Approved
Pan African Studies	Approved
Philosophy	Approved
Political Science	Approved
Reference & Instructional Services	Approved
Sociology	Postponed until next year, will follow Section 600
Technical Services	Approved
University Counseling Services and COD	Postponed until next year, will follow Section 600
University Library	Approved
Urban Studies	Postponed until next year, will follow Section 600