

California State University, Northridge

Personnel Planning and Review Committee  
Annual Report (May 2014)  
Academic Year 2013 - 2014

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, William Whiting, served as Executive Secretary for the Committee.

John Adams	Modern and Classical Languages and Literatures
Deborah Cours	Marketing
Katherine Dabbour	University Library
James Decker	Social Work
Shane Frehlich (Spring 2014)	Kinesiology, Faculty President
Sheila Grant (Chair)	Psychology
Julia Heinen	Music
Michael Kabo	Mechanical Engineering
Magnhild Lien	Mathematics
Carrie Rothstein-Fisch	Educational Psychology and Counseling
Louis Rubino	Health Sciences
Judy Schmidt-Levy	University Counseling Services
James Solomon	English
Steven Stepanek (Fall 2013)	Computer Science, Faculty President

II. Meetings

Fall Semester (8)

September 4  
September 18  
October 2  
October 16  
October 30  
November 13  
December 4  
December 18

Spring Semester (12)

January 22  
February 5  
February 19  
March 5  
March 19  
March 26  
April 2  
April 16  
April 23  
April 30  
May 7  
May 14

III. Committee Actions

A. Appeals of Negative Recommendations at the College Level for Retention, 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 2014-2015 Academic Year Calendar of Personnel Actions

A proposed calendar for 2014-2015 personnel actions was approved.

C. Review of Proposed PP&R Meeting Dates 2014 - 2015

The committee reviewed and approved the proposed PP&R meeting dates for 2014-2015.

D. Recommendation of Candidates for Emeritus Status

Twenty senior tenured faculty members who retired during the 2013-2014 year or earlier were recommended for Emeritus status. (Attachment A).

E. Search and Screen Committees

The report of seven Search and Screen Committees that convened during the 2013-2014 academic year were reviewed and approved.

1. Executive Director of the Valley Performing Arts Center
2. Associate Vice President for Faculty Affairs
3. Associate Vice President for Student Access and Support Services
4. Dean, Mike Curb College of Arts, Media, and Communication (Cours)
5. Associate Dean of the College of Engineering and Computer Science
6. Associate Dean, Tseng College of Extended Learning
7. Associate Dean, David Nazarian College of Business and Economics

The search for the Associate Vice President for Student Access and Support Services was not concluded by the end of the academic year.

The search for the Associate Dean, Tseng College of Extended Learning, was approved as an internal search during the 2013-2014 academic year.

The search for the Associate Dean, David Nazarian College of Business and Economics was not concluded by the end of the academic year.

F. Review of College and Department Personnel Procedures

19 sets of department personnel procedures were submitted to PP&R for review. Fifteen new or revised sets of procedures were approved pending revisions and receipt of clean electronic copies. Three sets of procedures were approved as submitted and one set of procedures was approved with non-substantive edits. One set of procedures was not submitted and therefore not reviewed. (Attachment B).

G. Review of Department Post Tenure Review Procedures

One post tenure review procedure was reviewed and approved, pending revisions and receipt of clean electronic copies (Attachment B).

H. PP&R's Survey and Report about e-PIFS

Survey distributed to all CSUN faculty and Deans to seek input from probationary and tenured faculty, including faculty with peer reviewer experience (Attachment C).

I. Change to the Academic Personnel Calendar

A proposed change to the 2014-2015 Academic Personnel Calendar in regard to the deadline for filing an appeal was approved.

J. Other Items

1. 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, PIFs, and criteria for early tenure and promotion.
2. "Guidelines for Developing/Revising Department and College Personnel Procedures" were reviewed and posted on the PP&R website. Copies of the guidelines were distributed to the departments that were renewing their procedures during the 2014-2015 academic year.
3. The Chair of PP&R, the Senior Director, Academic Personnel and PP&R representatives attended the RTP workshop sponsored by CFA.
4. One PP&R member served on the Search and Screen Committee for the Dean of the Mike Curb College of Arts, Media, and Communication.
5. One PP&R member served on the Search and Screen Committee for the Associate Vice President for Faculty Affairs.
6. One PP&R member served on the Search and Screen Committee for the Associate Vice President for Student Access and Support Services.
7. The Committee invited new members for "new member orientation" on May 7, 2014.

K. Matters Pending for the 2014–2015 Academic Year

1. Continue to explore e-PIF options and platforms, costs, and security/confidentiality issues. PP&R will lead the effort but will invite other important representatives from across the university.
2. Consider granting of Emeritus status for Lecturers.
3. Review section 604 in regards to integrating the words civility and respect.
4. Develop a Senate Resolution on Publication Venues.
5. Clarify the language in sections 632.4 and 641.2 regarding service credit and publications.
6. Reevaluate the 14-calendar day period used in the RTP process, in particular as it pertains to Section 612.5.2.c(2)(a)(iii) and 706.3.1.c.
7. Review and clarify Section 622.3.1 on Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

**EMERITUS LIST**  
**Academic Year 2013-14**

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Lehman, Lillian	Professor	1991-2013	Theatre
Kearns, Karen A.	Professor	1985-2013	Cinema & Television Arts
DeShields, Oscar W.	Professor	1992-2014*Posthumous	Marketing
Ovnick, Merry A.	Associate Professor	2000-2014	History
Kernochnan, Richard	Associate Professor	2000-2013	Management
Jackson, Gregory	Professor	1989-2013 *Posthumous	Ed. Psych. & Counseling
Winkleman, John	Professor	1976-2013	Health Sciences
Arimitsu, Tokuroh (Joe)	Professor	1985-2013	Art
Bagheri, Hooshang	Professor	1988-2014	Kinesiology
Glassman, Alan	Professor	1971-2014	Management
Hennessey, Judith	Professor	1980-2013	Marketing
Johnson, Gordon	Professor	1973-2013	Sys. & Oper. Mgmt.
Kirkton, Kent	Professor	1983-2014	Journalism
Lammers, H. Bruce	Professor	1977-2013	Marketing
Reagan, Janet T.	Professor	1978-2014	Health Sciences
Rossey, Gerard	Professor	1977-2013	Management
Trybus, Elizabeth (Elzbieta)	Professor	1982-2014	Sys. & Oper. Mgmt.
Bracy, James H.	Professor	1979-2014*Posthumous	Pan-African Studies
Woodley, Mary	Librarian	1999-2013*Posthumous	Collection Access & Mgmt. Serv.

Attachment B

Personnel Planning and Review Committee  
2013-2014 College and Department Personnel Procedure Review

<b>Procedures</b>	<b>Status</b>
Department of Business Law	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Central American Studies - Lect.	Approved as Submitted
Department of Central American Studies- Tenure Track	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Deaf Studies	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of English –Tenure Track	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Family and Consumer Sciences	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of History	Not Submitted –Reverting back to Section 600
Department of Management	Approved with Non-Substantive Edits
Department of Marketing	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Modern and Classical Languages and Lit.	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Nursing	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Psychology- Lect.	Approved as Submitted
Department of Psychology- Tenure Track	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Secondary Education	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Special Education	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Systems and Operations Management	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Urban Studies and Planning	Approved Pending Revisions and Receipt of Clean Electronic Copy
Mike Curb College of Arts, Media, and Communication	Approved Pending Revisions and Receipt of Clean Electronic Copy

Personnel Planning and Review Committee  
2013-2014 Department Post Tenure Review Procedure Review

<b>Procedures</b>	<b>Status</b>
Department of Management	Approved as Submitted

Attachment C

# CSUN ePIF Survey Report

Spring 2014

Prepared by the ePIF Subcommittee of the Personnel Planning and Review Committee:

Kathy Dabbour  
Shane Frehlich  
Sheila Grant  
Magnhild Lien  
Stephen Stepanek  
William Whiting, Ex Officio

## **Introduction**

The ePIF Subcommittee of the Personnel Planning & Review Committee (PP&R) consisted of Kathy Dabbour, Subcommittee Chair; Sheila Grant, Chair of PP&R; Stephen Stepanek, Faculty President; Magnhild Lien, PP&R member, and William Whiting, Faculty Affairs. Based on discussions and actionable items from the previous year, in the fall of 2013, the subcommittee was tasked with exploring the implementation of optional electronic Professional Information Files (ePIFs) at CSUN. The subcommittee performed an informal scan of other CSUs and UCs and their experiences, and sought CSUN faculty and administrator input as a first step toward a more formal feasibility study, if the results indicated moving forward.

## **Environmental Scan**

Prior to undertaking the ePIF survey, the subcommittee preliminarily explored what other CSUs and UCs have in place. Fourteen CSU campus' senate chairs replied to an informal email survey, out of which three have implemented or are in the process of implementing ePIFs; six are considering it and/or have formed committees to look into it, and three have had no formal discussions. Those who raised issues cited concerns over software costs, security, confidentiality, technical support, and potential pushback for less technologically inclined colleagues. Software platforms that are being used or considered for ePIF creation and access included Taskstream, an e-portfolio system, Microsoft SharePoint, and learning management systems Moodle and Blackboard. Universities outside of California were also mentioned as using ePIFs. At least four UC campuses are using electronic dossier systems, including Davis, Riverside, San Diego and San Francisco, and UCLA has formally studied and is developing its own system, scheduled to launch in 2014. Furthermore, an informal Google search of "faculty digital dossier" reveals that many other universities are considering or have launched an "ePIF".

## **CSUN ePIF Survey**

### **Method**

SurveyMonkey™ was used to create the survey, which consisted of 10 close-ended questions and provided opportunities for three open-ended responses. It was distributed via email on January 23, 2014 to all CSUN faculty and deans to seek input from probationary and tenured faculty, including faculty with peer reviewer experience. The deadline was February 17, 2014, a reminder email was sent on February 10, 2014, and announced at the Faculty Senate meeting, which was held on February 13, 2014.



## Results

Three hundred and eighty four respondents answered all of the questions. As shown in Figure 1, the majority of respondents were full professors, followed by associate, and assistant professors or equivalents. Nine MPPs participated, and 14 indicated “other.”

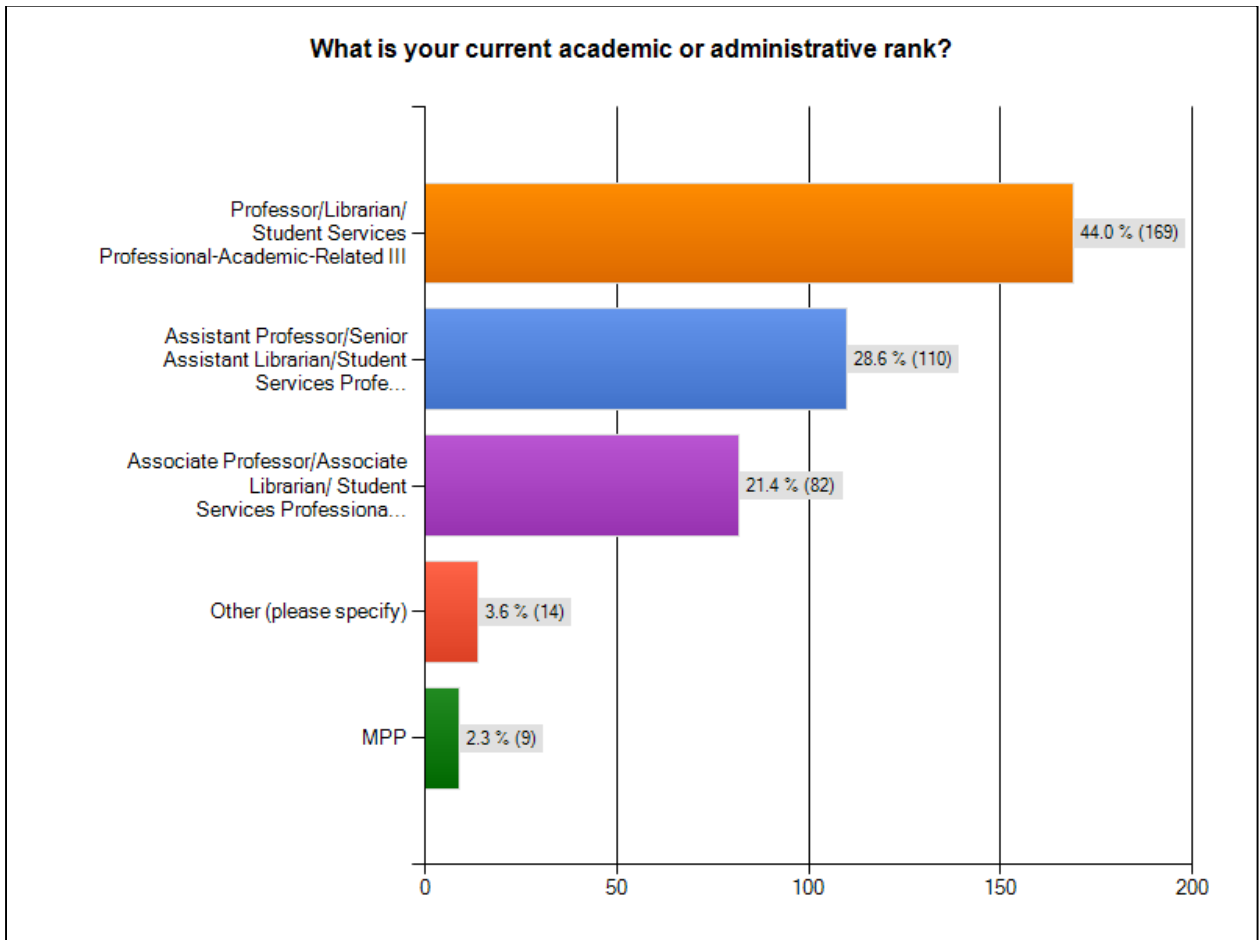


Figure 1

Respondents supplied their College or equivalent unit, as shown in Figure 2.

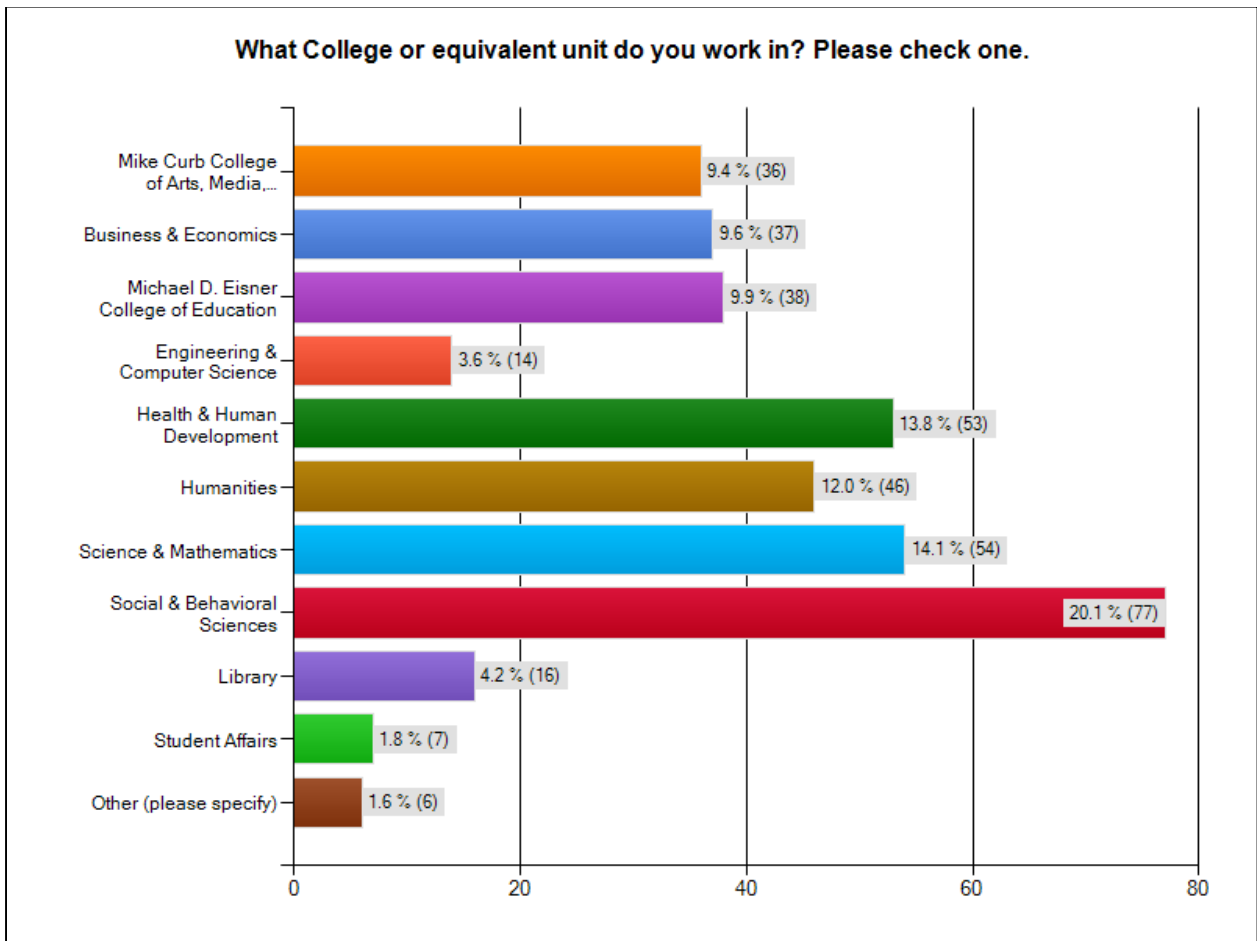


Figure 2

Question #2 asked if PP&R should “investigate the feasibility” of ePIFs as an option and 86.72% (333) answered yes, 5.21% (20) said no, and 8.07% (31) were unsure (See Figure 3). Of the 112 who provided comments to this question, most were positive, with the most enthusiasm expressed for the ePIF’s apparent contribution to campus sustainability efforts, ease of creation for the faculty member under review, and ease of access for the reviewer. Those citing ease of creation explained that most of their documentation was in an online format that one could easily convert to Adobe Acrobat (.pdf) and/or links to electronic resources. Some respondents cited the potential for creating more uniform PIF formats in an electronic environment. A few seemingly passionate respondents suggested it be made mandatory for all faculty and/or

questioned why we haven't done this sooner. The word "scrapbooking" came up more than once in describing the current hardcopy PIF assemblage procedure.

Attachment C

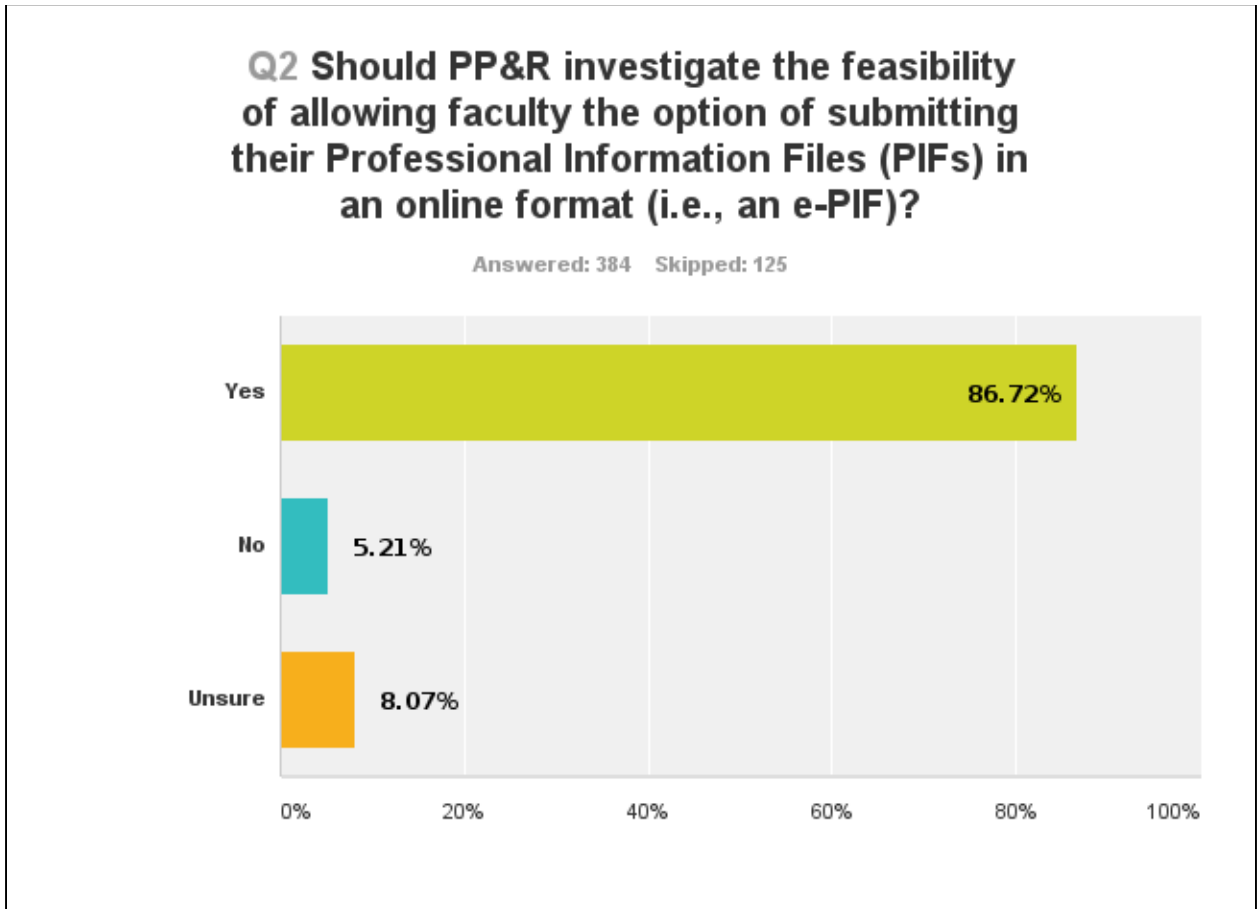


Figure 3

The negative comments focused on concerns about security, confidentiality, technical problems, and the learning curve required for creating and/or reviewing ePIFs versus traditional print PIFs. Some questioned how differing formats of exhibits could be presented in an ePIF, particularly those based in the creative arts, and/or not readily available online. The need for scanning hardcopy only documents, such as book chapters, was mentioned several times as an impediment to the expedient creation of an ePIF and a possible sustainability issue. A few commenters asked that CSUN not take the lead on this but wait for other campuses to demonstrate the feasibility of ePIFs.

Finally, the mixed or neutral comments to Question #2 focused on the need for a phased in, optional approach, caution exercised in who can access files and when, and keeping the hardcopy PIF as an option.

Question #3 asked if faculty were given the option of the ePIF, would they be willing to create or review one, and the majority answered “yes” (79.43%). (Figure 4) Of the 68 comments provided, approximately 59% were deemed negative for the same reasons listed for Question #2 above and 38% were classified as positive, again, for the same reasons cited in Question #2. Additional negative comments related to

Attachment C

potential readability issues faced by reviewers having to access too many PIFs on a computer screen. Furthermore, a couple of positive respondents offered to share their expertise in the creation of an ePIF system or share their experiences using ePIFs.

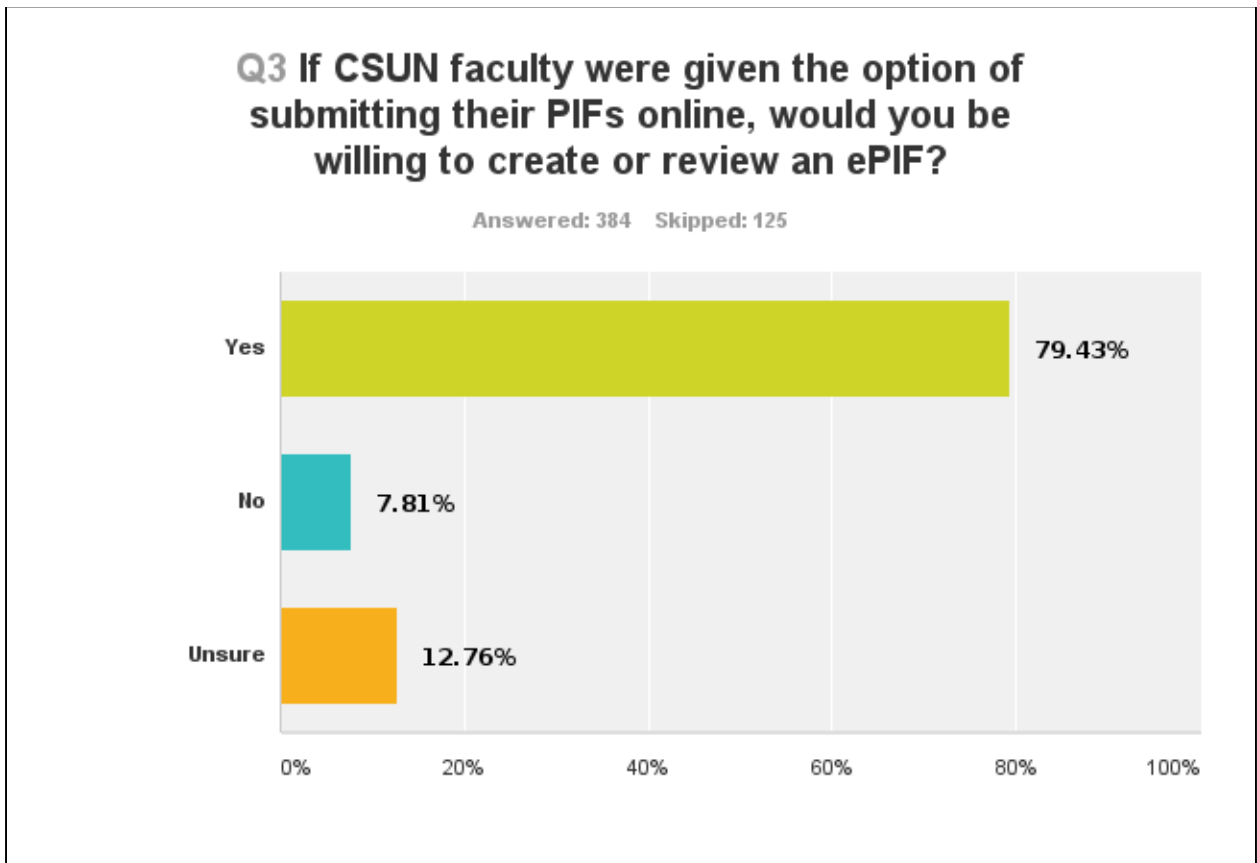


Figure 4

There were 71 additional comments that repeated respondents’ previous comments, with more detail related to suggestions on how ePIFs should be implemented, if at all. Again, a cautious approach, replete with testing, was the main theme.

## Conclusion

Based on the data gleaned from the survey and environmental scan, the Subcommittee recommends that there is sufficient interest among CSUN faculty as well as outside expertise to begin exploring the feasibility of an ePIF option at CSUN.

Attachment C

## Next Steps

- Report on survey results.
- Investigate ePIFs in more depth.
- Present findings and recommendations.

## References

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