

California State University, Northridge  
Personnel Planning and Review Committee  
**2014-15 Annual Report**  
(May 2015)

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.

David Boyns (Spring 2015)	Sociology, Designee for Acting Faculty President
Alberto Candel	Mathematics
Deborah Cours	Marketing
James Decker	Social Work
Shane Frehlich (Fall 2014)	Kinesiology, Faculty President
Sheila Grant (Chair)	Psychology
Mara Houdyshell	University Library
Julia Heinen	Music
Fermin Herrera	Chicana/o Studies
Michael Kabo	Mechanical Engineering
Carrie Rothstein-Fisch	Educational Psychology and Counseling
Louis Rubino	Health Sciences
Judy Schmidt-Levy	University Counseling Services
James Solomon	English

II. Meetings

Fall Semester (6)

September 3  
September 17  
October 1  
October 29  
November 12  
December 3

Spring Semester (11)

January 21  
February 4  
February 18  
March 4  
March 18  
March 25  
April 1  
April 22  
April 29  
May 6  
May 13

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 2015-2016 Academic Year Calendar of Personnel Actions  
A proposed calendar for 2015-2016 personnel actions was approved.
- C. Review of Proposed PP&R Meeting Dates 2015-2016  
The committee reviewed and approved the proposed PP&R meeting dates for 2015-2016.
- D. Recommendation of Candidates for Emeritus Status  
Twenty-six (26) senior tenured faculty members who retired during the 2014-15 year or earlier were recommended for Emeritus status. (Attachment A).
- E. Search and Screen Committees  
The report of the Search and Screen Committee for the Associate Vice President for Student Access and Support Services that concluded during the 2014-2015 academic year was reviewed and approved.
- The search for the Provost and Vice President for Faculty Affairs was not concluded by the end of the 2014-15 academic year.
- The search for the Associate Dean for the Library was approved as an internal search to the CSU system during the 2014-2015 academic year.
- F. Review of College and Department Personnel Procedures  
Eleven (11) sets of department personnel procedures were submitted to PP&R for review. Eleven new or revised sets of procedures were approved pending revisions and receipt of clean electronic copies, and one set of procedures was approved pending receipt of a clean electronic copy. Four reviews were not completed. (Attachment B).
- G. Review of Department Post Tenure Review Procedures  
Seven (7) post tenure review procedures were reviewed and approved, pending revisions and receipt of clean electronic copies (Attachment B).
- H. Other Items
1. A proposed policy change for Section 604 on Professional Responsibility was submitted multiple times to the Faculty Senate Executive Committee (SEC). A first reading at Faculty Senate was held on Thursday, April 2, 2015. A second reading was held on Thursday, May 7, 2015. The proposed policy change was passed by the Faculty Senate.
  2. A PP&R Publication Advisory Memo was submitted multiple times to the Faculty Senate Executive Committee (SEC). The memo was approved on Thursday, April 23, for dissemination to Department Chairs, Department Personnel Committees (DPCs), College Personnel Committees (CPCs), and Deans in early Fall 2015.
  3. 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.

4. “Guidelines for Developing/Revising Department and College Personnel Procedures” document was 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.
5. Two PP&R members were elected to serve on the Search and Screen Committee for the Provost and Vice President of Academic Affairs.
6. The Committee invited new members for “new member orientation” on May 13, 2015.

K. Matters Pending for the 2015–2016 Academic Year

1. e-PIFs
2. Emeritus Status for Lecturers
3. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications
4. Review 10-day period in RTP process per Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c
5. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
6. Review Section 621.4.1.b related to CPC evaluation of full-time Lecturers applying for tenure-track appointments
7. Review Section 621.4.2 related to Department Chair evaluation of full-time Lecturers
8. Review and revision of Search and Screen Manuals

## Attachment A

**EMERITI LIST**  
**2014-15 Academic Year**

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Adams, John P.	Professor	1989-2015	Modern & Classical Lang. & Literatures
Brown, Betty Ann	Professor	1986-2015	Art
Cook, Lynne	Professor	1980-2006	Special Education
Docan, Carol A.	Professor	1976-2015	Business Law
Eckmier, Janice A.	Professor	1990-2014	Secondary Education
Ehrgott, Richard	Professor	1988-2015	Civil Engineering & Construction Management Technology
Fischbach, Ronald H.	Professor	1969-2015	Health Sciences
Gadomski, Stephen A.	Professor	1978-2015	Civil Engineering & Construction Management Technology
Gray, Glen	Professor	1988-2015	Accounting & Information Systems
Grego, Peter	Professor	1984-2015	Theatre
Hertzog, Hillary *Posthumous	Professor	1998-2014	Elementary Education
Lee, Howard B.	Professor	1990-2015	Psychology
Lussier, Virginia L.	Professor	2002-2014	Political Science
Maddux, Thomas R.	Professor	1969-2015	History
Miller, David A.	Professor	1981-2014	Chemistry & Biochemistry
Morgan, Shannon F.	Professor	2000-2014	Psychology
Okazaki, Carolyn	SSP AR III	1990-2013	University Counseling Services
Pellarolo, Sirena	Professor	1999-2015	Modern & Classical Lang. & Literatures
Ruiz, Raul	Professor	1972-2015	Chicana/o Studies
Shepherd-Look, Dee	Professor	1970-2015	Psychology
Squires, Richard L.	Professor	1974-2015	Geological Sciences
Stout, Gary R.	Professor	1985-2015	Accounting & Information Systems

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Turner, Eugene J.	Professor	1975-2014	Geography
Watkins, William	Professor	1969-2015	Mathematics
Willey, Temma M.	Professor	1982-2015	Cinema & Television Arts
Williams, Marilyn Joshua	Professor	2000-2015	Elementary Education

Attachment B

Personnel Planning and Review Committee  
2014-2015 College and Department Personnel Procedure Review

<b>Department/College Procedures</b>	<b>Decision and Date (for Annual Report)</b>
Elementary Education	Sent back to department as not approved 5/6/15 (revert to Sect 600)
Educational Psychology & Counseling	Approved pending amendments approved by the department and receipt of a clean electronic copy. - 3/18/15
Educational Leadership & Policy Studies	Approved pending approval by department of editorial changes and receipt of a clean electronic copy - 5/6/15
History	Sect 600 and Sect 700 procedures be approved pending approval by the department of editorial changes and receipt of a clean electronic copy – 4/29/15
Kinesiology	Approved pending editorial revisions and the receipt of a clean electronic copy - 2/18/15
Computer Science	Sent back to department as not approved 5/6/15 (revert to Sect 600)
Academic First Year Experience	Pending for 2015-16 AY - 5/6/15
Cinema and Television Arts	Approved pending approval of edits by the department and receipt of a clean electronic copy - 5/6/15
Music	Sent back to department as not approved 5/6/15 (revert to Sect 600)
Art	Sent back to department as not approved 5/6/15 (revert to Sect 600)
College of Science & Mathematics	Approved pending approval by the college of editorial changes and receipt of a clean electronic copy - 4/29/15
Finance, Financial Planning & Insurance	Section 600, Sect 700 and PTR procedures be approved pending approval of amendments by the department and receipt of a clean electronic copy 4/29/15
Theatre	Approved pending amendments and the receipt of a clean electronic copy – 2/18/15
Journalism	Approved as amended pending receipt of a clean electronic copy-3/25/15
Jewish Studies Program	Approved 4/29/15
Liberal Studies Program	Approved as amended pending approval by program and receipt of a clean electronic copy 5/6/15
University Counseling - PTR	Approved 3/25/15
Collection Access & Management Services - PTR	Approved 3/25/15
Research, Instruction & Outreach Services - PTR	Approved 3/25/12
History - PTR	Approved pending amendments approved by department and receipt of clean electronic copy with revisions -4/1/15
Kinesiology -PTR	Approved 4/22/15
Recreation & Tourism Management - PTR	Approved 4/22/15
Computer Science -PTR	Approved pending approval of amendments and receipt of a clean electronic copy - 4/22/15