

California State University, Northridge
 Personnel Planning and Review Committee
2015-16 Annual Report
 (May 2016)

I. Membership

The Committee membership consisted of the Faculty President’s designee 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 for Faculty Affairs William Whiting served as Executive Secretary for the Committee in Fall 2015 and Interim Associate Vice President for Faculty Affairs Daisy Lemus served as Executive Secretary for the Committee in Spring 2016. Penelope Jennings, Special Assistant to the Provost for Academic Personnel, also provided support to the Committee.

Christina Ayala-Alcantar	Chicana/o Studies
David Boyns	Sociology, Designee for Acting Faculty President
Alberto Candel (Fall 2015)	Mathematics
Deborah Cours	Marketing
James Decker	Social Work
Owen Doonan	Art
Sheila Grant (Chair)	Psychology
Lynn Lampert	University Library
Fermin Herrera	Chicana/o Studies
Michael Kabo	Mechanical Engineering
Sean Murray (Spring 2016)	Biology
Kathleen Rowlands	Secondary Education
Louis Rubino	Health Sciences
Judy Schmidt-Levy	University Counseling Services

II. Meetings

Fall Semester (8)

September 2
 September 16
 September 30
 October 14 - Cancelled
 October 28
 November 18
 December 2
 December 16 - Cancelled

Spring Semester (12)

January 27
 February 10
 February 24
 March 9
 March 16
 March 30
 April 6
 April 13
 April 20
 April 27
 May 4
 May 11

III. Committee Actions

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

The Committee considered three appeals of negative decisions by college-level reviewers on retention, tenure and promotion and made recommendations to the Provost and Vice President for Academic Affairs.

B. Approval of 2016-2017 Academic Year Calendar of Personnel Actions

A proposed calendar for 2016-2017 personnel actions was approved.

C. Review of Proposed PP&R Meeting Dates 2016-2017

The committee reviewed and approved the proposed PP&R meeting dates for 2016-2017.

D. Recommendation of Candidates for Emeritus Status

Twenty-eight (28) senior tenured faculty members who retired during the 2015-16 year or earlier were recommended for Emeritus status. Three of these recommendations for emeritus status were posthumous (Attachment A).

E. Search and Screen Committees

The reports of nine (9) Search and Screen Committees that commenced during the 2015-2016 academic year were reviewed and approved:

1. Interim Associate Vice President for Faculty Affairs
2. Chief Diversity Officer
3. Dean of the College of Health and Human Development
4. Dean of the Mike Curb College of Arts, Media and Communication
5. Associate Dean of the Library
6. Associate Dean of the Michael D. Eisner College of Education
7. Associate Dean of the College of Humanities
8. Associate Dean of the David Nazarian College of Business and Economics
9. Associate Vice President for Student Access and Support Services (commenced during the 2014-2015 academic year)

F. Approved Searches

There were eight (8) searches approved during 2015-2016 academic year:

1. Interim Associate Vice President for Faculty Affairs
2. Chief Diversity Officer
3. Dean of the College of Health and Human Development
4. Dean of the Mike Curb College of Arts, Media and Communication
5. Associate Dean of the Library

6. Associate Dean of the Michael D. Eisner College of Education
7. Associate Dean of the College of Humanities
8. Associate Dean of the David Nazarian College of Business and Economics

G. The following Sections of the Administrative Manual were forwarded to and approved by the Faculty Senate.

621.4 Appointment of Full-time Lecturers or Equivalent Library or Student Affairs Positions.

1. Appointment Procedures.

- a. Initial appointment of full-time Lecturers shall follow the normal recruitment and selection procedures.
- b. Recommendation for Appointment to Tenure Track.

The recommendation that a full-time Lecturer with one or more years of service be appointed to a tenure track position shall follow the recruitment and selection procedures. The University's commitment to encourage equity and diversity shall be kept in mind.

c. Service Credit

Requests for service as Lecturer to count toward service required for tenure shall be considered only at the time of appointment to tenure track (see Section 641.2.7.).

d. Probation.

Lectureship shall not be used in lieu of probation.

650.3 Emeritus Status.

1. Criteria.

Senior tenured members of the faculty who have served a minimum of 10 years as full-time tenure track faculty at CSUN and who have retired from active service in the University, and lecturer faculty members who have served the equivalent of a minimum of 10 years of full-time service at CSUN and who have retired from active service in the University, may be granted Emeritus status by the President of the University. Those faculty members participating in the Faculty Early Retirement Program may be granted Emeritus status after completing their final semester of teaching service.

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2. Procedures

- a. A faculty member may be nominated for Emeritus status by the eligible faculty member, the faculty member's Department Chair (or equivalent), or other senior-rank tenured faculty member in the University. The eligible faculty member or other nominator must submit an updated curriculum vitae and a short biography (200 words or less) of the nominee to the Department Personnel Committee and request review of the faculty member for Emeritus status, no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures.
- b. The Department Personnel Committee will review the nomination based on the criteria set forth in this section and forward the nomination and its recommendation to the College Dean (or equivalent administrator) no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures. However, the probationary and tenured members of the Department may choose to elect a Faculty Emeritus Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the Emeritus nominations. The Dean will review the nomination and recommendation based on the criteria set forth in this section and forward it with the Dean's recommendation to the Personnel Planning and Review Committee on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. The Personnel Planning and Review Committee will review the nomination and recommendations based on the criteria set forth in this Section and forward them with the Committee's recommendation to the President of the University on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. Upon review and upon approval, Emeritus status is granted by the President

of the University. The President will inform the faculty member of the final decision.

650.3 Emeritus Status.

5. Rights and Privileges.

When University resources permit, faculty members gaining Emeritus status at California State University, Northridge, will continue to enjoy the rights and perquisites of members of the faculty that are allowed by University and State regulations. Basic rights and privileges accorded to Emeritus Faculty will include, but not necessarily be limited, to the following:

- a. An Emeritus Faculty identification card issued by the President of the University.
- b. A library card allowing full use of the University Library, including interlibrary loans, and any special faculty facilities in the Library, including study carrels.
- c. A lifetime courtesy campus parking permit.
- d. Complimentary or discounted admission to University-sponsored cultural events and ticketed regular season home athletic events, subject to availability.
- e. Notification about major public ceremonies of the University, such as commencement, dedications, open houses, convocations, and the like, and the right to participate, subject to availability.
- f. Complimentary subscriptions to selected publications of the University.
- g. Courtesy membership or access to University recreational facilities.
- h. Listing in the campus telephone directory and the University Catalog. Individuals who wish to opt out of being listed should contact the Office of Faculty Affairs for information on the opt-out process.
- i. The right to administer grants, contracts, or other research projects funded by resources outside the CSU System.
- j. Office and/or laboratory space allocated by Colleges or individual Departments after all space needs of their active faculty members have been met.
- k. Access to University electronic mail and University computing facilities and information technology resources.
- l. Upon request, and after the needs of the Department's active faculty have been met, a Department faculty mailbox. The mailbox will be used in accordance with the rules and procedures established by individual departments.
- m. Other rights and privileges as determined by the President of the University, Associated Students, and/or other individuals and agencies.

650.4 Rights and Privileges Extended to Surviving Life Partners.

The University extends to surviving life partners of Emeritus Faculty those rights and privileges listed in Sections 650.3.5.a through 650.3.5.g. and in Section 650.3.5.m. of the Administrative Manual.

- H. The following Section of the Administrative Manual for Temporary Academic Personnel was considered editorial and approved by PP&R

707 Oral or Written Comments About Lecturers

707.1 In the course of consultation, the Department Chair or Dean may hear or receive written or oral statements which are not incorporated in the Personnel Action File. In such instances, it is the responsibility of the Department Chair or Dean to determine the significance of the written or oral statements.

- I. Review of College and Department Personnel Procedures

Seventeen (17) sets of department or college personnel procedures were submitted to PP&R for review. Fourteen new or revised sets of department procedures, and two new or revised sets of college personnel procedures were approved, pending revisions and receipt of clean electronic copies. One set of college personnel procedures and one department tenure-track faculty personnel procedures that were submitted early were referred back to college and department for clarifications. One department did not submit personnel procedures that were up for review, therefore reverted to Section 600. (Attachment B).

- J. Audit of Department and College Post-Tenure Review Procedures

The audit discovered six departments had post-tenure review procedures up for review. A letter of notification was sent and all six departments submitted post-tenure review procedures by the due date of April 1, 2016.

- K. Review of Department Post Tenure Review Procedures

Fifteen (15) post tenure review personnel procedures were reviewed and approved, pending revisions and receipt of clean electronic copies (Attachment B).

- L. Other Items

1. The Criteria and Procedures for the “Assigned Time for Faculty with Exceptional Levels of Service to Students Awards” and the Application form were revised and submitted multiple times to the Faculty Senate Executive Committee (SEC). The revisions were approved by SEC on March 17, 2016. There were four (4) awards approved during Fall 2015 and twenty-one (21) awards approved for Spring 2016.
2. 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.

3. The “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 2015-2016 academic year.
4. The Committee reviewed the memo, “Suggested Resources and Processes Pertaining to Publication Review in RTP”. The memo will be sent out to the campus as soon as possible to department chairs, department personnel committees, college personnel committees and deans.
5. One PP&R member was elected to serve on the Search and Screen Committee for the Dean of the Mike Curb College of Arts, Media, and Communication.
6. One PP&R member was elected to serve on the Search and Screen Committee for the Dean of the College of Health and Human Development.
7. Two PP&R members were elected to serve on the Search and Screen Committee for the Associate Vice President for Faculty Affairs.
8. Two PP&R members were elected to serve on the Search and Screen Committee for the Director of the University Counseling Services.
9. Two PP&R members were elected to serve on the Search and Screen Committee for the Chief Diversity Officer.
10. One PP&R member was elected to serve on the Online Student Evaluations of Faculty (SEF) task force that is examining the possibility of implementing widespread use of online student evaluations of faculty (i.e., teaching evaluations)
11. The Chair served on the 5-Year Review Committee for Vice President Hilary Baker.
12. The Chair served on the 5-Year Review Committee for Vice President William Watkins.
13. The Committee invited new members for “new member orientation” on May 11, 2016.

M. Matters Pending for the 2016–2017 Academic Year

1. Continue to explore the feasibility of utilizing e-PIFs in the RTP process.
2. Review and Clarify 10-day period in RTP process per Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c
3. Clarify Section 622.6.2.a(1) Appointment and Evaluation of Department Chair, e.g.,
 - a. Dean calls the meeting of the Department Faculty

- b. Search Committee *nominates* or Search Committee *receives* nominations from tenured and tenure-track department faculty
4. Review Section 600 to ensure all content is in line with the Collective Bargaining Agreement, e.g.,
 - a. Digital [student] teaching evaluations in the CBA and "written" ones described in Section 600
 - b. Clarify when the clock begins for responses to RTP letters (CBA says when candidate picks them up and 600 states after placed in the mailbox)
5. Discuss and consider whether the search process for interim MPP positions (e.g., Directors, AVPs, Deans) should be under the purview of Section 600 (although allowing for a faster track)
6. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications
7. Consider adding explanation of service credit to the search and screen manual for faculty aimed at search Committees routinely providing candidates with sufficient information on service credit prior to employment negotiations commence.
8. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
9. Review and revise of Search and Screen Manuals, e.g.,
 - a. Include use of Skype Interviews
 - b. Include Background Checks
10. Explore the University's use of Memorandum of Understanding (MOU) and, if appropriate, develop an advisory memo to be disseminated annually to department chairs, college deans, and probationary faculty and faculty under review.
11. Review Section 604 on Professional Responsibility for better clarity in RTP decisions.
12. Explore how the rule for allocating PP&R members per college was determined. Clarify why full time equivalent faculty (FTEF), which includes lecturers, is used in the calculation when PP&R primarily focuses on Section 600 matters.

Attachment A

EMERITI LIST
2015-16 Academic Year

<u>Name</u>	<u>Rank</u>	<u>Years</u>	<u>Department</u>
Alanen, Jack D.	Professor	1980-1985, 2000-2016	Computer Science
Barker, Robert	Professor	1983 – 2016	Accounting & IS
Blanco, Julio	Professor	1987 - 2006	Physics & Astronomy
Bleich, Donald* (<i>Posthumous</i>)	Professor	1986 - 2012	Fin. Financial Plan. & In.
Bourgeois, Pam	Professor	1991 – 2016	English
Connett, Brian	Professor	1991 – 2016	Marketing
Denissen, Amy M.* (<i>Posthumous</i>)	Assoc. Professor	2006-2016	Sociology
Desrochers, Cynthia	Professor	1985 – 2016	Elementary Education
Ericson, Bonnie	Professor	1987 – 2016	Secondary Education
Finney, Craig	Professor	1979 – 2016	Recreation Tourism Mgmt.
Frehlich, Shane (eff. 2015-16) (<i>Posthumous</i>)	Professor	2001 – 2015	Kinesiology
Gifford, Adam	Professor	1975 – 2016	Economics
Hanson, Charles	Professor	1988 – 2016	Ed. Psychology & Couns.
Highfield, Martha E.	Professor	1996 – 2016	Nursing
Jones Nicol, Doris	Professor	1985 – 2015	Ed. Psychology & Couns.
Lien, Magnhild	Professor	1987 – 2016	Mathematics
Matos, Jennifer A.	Professor	1994 – 2015	Biology
Munsch, Joyce	Professor	2002 – 2015	Child & Adolescent Dev.
Oppenheimer, Steven B.	Professor	1971 – 2016	Biology
Peck, Sabrina	Professor	1990 – 2016	Linguistics/TESL
Portnoy, Kenneth S.	Professor	1980 – 2016	CTVA
Romack, Jennifer L.* (<i>Posthumous</i>)	Professor	1995-2016	Kinesiology
Rubalcava, Luis	Professor	1980 – 2016	Ed. Psychology & Coun.
Seliger, Jerome	Professor	1978 – 2016	Health Sciences
Shapiro, Bruce	SSP AR III	1990- 2014	Univ. Counseling Services
Sloan, Jon	Associate Professor	1983 – 2016	Geological Sciences
Uba, George	Professor	1987 – 2016	English
Weiss, Earl	Professor	1984 – 2016	Accounting & IS

