

California State University, Northridge
Personnel Planning and Review Committee
2016-17 Annual Report
(May 2017)

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. Daisy Lemus, the Interim Associate Vice President for Faculty Affairs in Fall 16, and Associate Vice President for Faculty Affairs in Spring 2017, served as Executive Secretary for the Committee.

Christina Ayala-Alcantar	Chicana/o Studies
David Boyns	Sociology, Designee for Acting Faculty President
Owen Doonan	Art
Vicki Ebin	Health Sciences
Sheila Grant (Chair)	Psychology
Fermin Herrera	Chicana/o Studies
Lynn Lampert	Library
Sean Murray	Biology
Kathleen Rowlands (Fall 2016)	Secondary Education
Judy Schmidt-Levy	University Counseling Services
Merril Simon (Spring 2017)	Ed Psych & Counseling
William Whiting	Kinesiology
Jeff Wiegley	Computer Science
Jeff Zhang	Accounting & IS
Daisy Lemus	Executive Secretary

II. Meetings

Fall Semester (8)

September 7
September 21
October 5
October 19
November 2
November 16
November 30
December 14

Spring Semester (12)

January 25
February 8
February 22
March 8
March 15
March 29
April 12
April 19
April 26
May 3
May 10

III. Committee Actions

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

The Committee considered seven 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. Consideration of an Exception per Section 632.4.5.a

The Committee considered one exception case and made a recommendation to the Provost and Vice President for Academic Affairs.

C. Approval of 2017-2018 Academic Year Calendar of Personnel Actions

A proposed calendar for 2017-2018 personnel actions was approved.

D. Review of Proposed PP&R Meeting Dates 2017-2018

The committee reviewed and approved the proposed PP&R meeting dates for 2017-2018.

E. Recommendation of Candidates for Emeritus Status

Twenty-nine (29) senior tenured faculty members who retired during the 2015-16 year or earlier were recommended for Emeritus status. Two of these recommendations for emeritus status were posthumous (Attachment A).

F. Search and Screen Committees

The reports of six (6) Search and Screen Committees that commenced during the 2016-2017 academic year were reviewed and approved:

1. Associate Vice President for Faculty Affairs
2. Assistant Vice President for Graduate Studies
3. Director, University Counseling Services
5. Dean of the Mike Curb College of Arts, Media and Communication
6. Associate Dean of the College of Humanities

G. Approved Searches

There were twelve (12) searches approved during 2016-2017 academic year:

1. Acting Assistant Vice Provost
2. Vice Provost
3. Director, Educational Opportunities Program
4. Associate Vice President for Faculty Affairs
5. Interim Dean of the Michael D. Eisner College of Education
6. Interim Dean of the David Nazarian College of Business and Economics
7. Acting Associate Dean, College of Health and Human Development

8. Associate Dean of the College of Health and Human Development
9. Associate Dean of the College of Humanities
10. Dean of the Mike Curb College of Arts, Media and Communication
11. Director, University Counseling Services
12. Interim Chief Diversity Officer

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

Section 606 Personnel Files (revised 2017) (.pdf)
Section 635 Evaluations and Recommendations on Retention, Tenure and Promotion (revised 2017) (.pdf)
Section 637 Decision of the President (revised 2017) (.pdf)
Section 641.2.4 Advanced Award of Tenure (revised 2017) (.pdf)
Section 622.4.1 Appointment and Evaluation of Deans of Colleges and the Library
2016-17 Academic Year Calendar of Personnel Procedures (2016) (.pdf)

The following were sections that were editorial changes approved by the committee:

Section 603, Faculty Instructional Load
Section 612.5.2.C (2).(b).(ii), Student Evaluations for Faculty
Section 612.2., Composition & Eligibility of Personnel Committee
Section 652, GRIF Policy

I. The following Sections of the Administrative Manual for Temporary Academic Personnel was considered editorial and approved by PP&R and the Senate Executive Committee

Section 707, Oral or Written Comments about Lecturers
Section 713, Emeritus Lecturers

J. Review of College and Department Personnel Procedures

Sixteen (16) 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. Two departments submitted personnel procedures that were up for review, but were not approved by PP&R, therefore reverted to Section 600. (Attachment B).

K. Post-Tenure Review Procedures

Ten (10) post tenure review personnel procedures were submitted and approved by PP&R, pending revisions and receipt of clean electronic copy. Two departments submitted personnel procedures, but were not approved by PP&R, therefore reverted to Section 600. One department did not submit personnel procedures that were up for review, therefore reverted to Section 600. (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. There were seventeen (17) awards approved during Fall 2016 and twenty-nine (29) awards approved during Spring 2017 for use in 2017-18 AY.
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 2016-2017 academic year.
4. 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.
5. Two PP&R members was elected to serve on the Search and Screen Committee for the Vice Provost.
6. Two PP&R members were elected to serve on the Search and Screen Committee for the Associate Vice President for Faculty Affairs.
7. One PP&R member was elected to serve on the Search and Screen Committee for the Director of the University Counseling Services.
8. Two PP&R members were elected to serve on the Search and Screen Committee for the Chief Diversity Officer.
9. One PP&R member volunteered to serve on the Search and Screen Committee for the Interim Chief Diversity Officer.
10. One PP&R member was elected to serve on the Search and Screen Committee for Director, Educational Opportunities Program
11. PP&R elected Frank Muniz of EOP to serve as a staff representative on the Search and Screen Committee for Director, Educational Opportunities Program.
12. One PP&R members volunteered to serve on the Search and Screen Committee for Assistant Vice President for Graduate Studies
13. The Committee invited new members for “new member orientation” on May 10, 2017.
14. One PP&R member was elected to serve on the Search and Screen Committee for the Dean of the David Nazarian College of Business and Economics.

M. Matters Pending for the 2017–2018 Academic Year

1. Continue to explore the feasibility of utilizing e-PIFs in the RTP process.
Steps:
 - (a) nominate and vote on new PP&R e-RTP/e-PIF subcommittee, then
 - (b) invite Interfolio representative to present an overview at PP&R meeting, & then
 - (c) arrange for Open Forums for faculty & reviewers (in order to provide information and receive feedback)
2. Review and Clarify 10-day period in RTP process per Section 706.3.1.c
3. Second Reading in Senate for the proposed policy Section 622.6.2.a(1) Appointment and Evaluation of Department Chair (First Reading on May 11, 2017).
4. Continue to review Section 600 to ensure all content is in line with the Collective Bargaining Agreement
5. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications. Clarify vague wording about expectations for promotion
6. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
Discuss and consider whether the search process for *interim* MPP positions (e.g., Directors, AVPs, Deans), as well as newer positions such as Chief Diversity Officer, should be under the purview of Section 600 (although allowing for a faster track)
7. Review Section 622.3.1.b – Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees – Administrative Employees:
Consider PP&R vacating one of its two seats on the Search and Screen Committee for University Counseling Services (UCS) Director so that a UCS staff member can be nominated and voted in.
8. Review Section 632.4.5(a) – Exception Clause – to add clarity and remove contradictory language
632.4.5. Professor, Librarian, Student Services Professional – Academic-Related III.
“a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are required. The College or Department may have additional requirements of scholarly or creative contributions to the field of study. *Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways.* The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.”

9. Section 612.5.2.f – Clarify importance of CPC role in review/approval of department personnel procedures.
10. Section 612.2.7 – Clarification/addition of obligation to vote:
Should it be required/clarified that all committee members must vote? Are members allowed to abstain? Members can be recused due to conflict of interest but can they also choose to abstain without conflict of interest? CBA section 15.45 requires simple majority vote for approval of recommendation. Should approved recommendations be required or should “tied votes” (which would be a disapproval under CBA and therefore would not conform to CBA) be allowed?
10. Review Section 643.1.c – Clarify language for Early Promotion
11. Review Section 604 on Professional Responsibility for better clarity in RTP decisions.
12. Consider adding explanation of service credit to the search and screen manual so that faculty serving on search Committees can routinely provide candidates with sufficient information on the pros and cons of service credit prior to commencement of employment negotiations
13. Review and revise of Search and Screen Manuals, e.g.
 - a. Include use of Skype Interviews
 - b. Include Background Checks
 - c. New OED form
14. Consider proposing a change in Faculty Senate Bylaws Section 6.8. Personnel, Planning, and Review Committee regarding constitution of PP&R membership (e.g., two members elected via senate (at-large?).

<http://www.csun.edu/sites/default/files/PP%26R-composition.pdf>

EMERITI LIST
2016-17 Academic Year

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Anderson, Karen	Tenure Track	1971-2017	Research Inst. & Outreach Services
Barrett, Michael	Tenure Track	1972-2017	Collection Access & Mgmt. Services
Brownlee, Don	Tenure Track	1982-2017	Communication Studies
Castronovo, Brian	Tenure Track	1988-2017	Modern & Classical Lang. & Lits.
Chen, Deborah	Tenure Track	1990-2016	Special Education
Curren, Mary	Tenure Track	1990-2017	Marketing
Filbeck, Marilyn	Tenure Track	1988-2017	Family & Consumer Sciences
Fox, Timothy W.	Tenure Track	1977-2016	Mechanical Engineering
Gottfried, Adele E.	Tenure Track	1978-2017	Educ. Psychology & Counseling
Harrel-Smith, Jerry Ann	Lecturer	1997-2016	Family & Consumer Sciences
Jeppson, Catherine	Lecturer	1977-2014	Accounting & Information Systems
Kladifko, Robert E.	Tenure Track	2002-2017	Ed. Leadership & Policy Studies
Lin, Chi-Tsen*	Tenure Track	1987-2017	Mechanical Engineering
Lingard, Robert	Tenure Track	1997-2017	Computer Science
Lopez, Jack	Tenure Track	1989-2016	English
MacDonald, Richard H.	Tenure Track	1979-2015	Family & Consumer Sciences
Macklin, James	Lecturer	1983-2010	Accounting & Information Systems
Marchisotto, Elena	Tenure Track	1983-2016	Mathematics
Margarita Nieto, Eva	Tenure Track	1985-2016	Chicana/o Studies
Pedone, Vicki	Tenure Track	1990-2017	Geological Sciences
Pontikis, Kyriakos*	Tenure Track	2006-2015	Family & Consumer Sciences
Rawitch, Cynthia	Tenure Track	1981-2017	Journalism
Roberts, William	Tenure Track	1973-2017	Economics
Rubin, Maureen	Tenure Track	1984-2017	Journalism
Sakatani, Kenneth	Tenure Track	2003-2017	Art
Schwartz, Diane	Tenure Track	1979-2017	Computer Science
Scott, Johnie	Tenure Track	1994-2017	Africana Studies
Stone, Ronald S.	Tenure Track	1986-2017	Accounting & Information Systems
Tohidi, Nayereh	Tenure Track	1997-2016	Gender & Women's Studies

*Posthumous

**Personnel Planning and Review Committee
2016-17 College and Department Personnel Procedure Review**

PP&R Representative	Department / College Up for Review	Decision
Fermin Herrera	Music	TT - approved as amended, contingent of the Department accepting all the revisions from PP&R, and pending receipt of clean electronic version. -4/26/17
Fermin Herrera	Environmental & Occupational Health (HHD)	TT-Approved as amended and pending receipt of clean electronic version 5/10/17 PTR- approved
Sean Murray	Physical Therapy (HHD)	TT- approved as amended, contingent of the Department accepting all the revisions from PP&R, and pending receipt of clean electronic version 4/26/17
Sean Murray	Recreation & Tourism Management (HHD)	TT-Approved as amended and pending receipt of clean electronic version 5/10/17
Bill Whiting	College of AMC	TT-Approved as amended and pending receipt of clean electronic version 5/10/17
Bill Whiting	Biology (S&M) TT & PTR	TT-be approved pending receipt of a clean electronic copy - 4/26/17 PTR- be approved pending receipt of a clean electronic copy - 4/26/17
Jeff Zhang	Chemistry & Biochemistry (S&M)	TT-Approved as is 5/10/17
Christina Ayala Alcantar	Geological Sciences (S&M)	TT-be approved pending receipt of a clean electronic copy - 5/3/17
Lynn Lampert	Physics & Astronomy (S&M)	TT-Approved as amended -5/3/17
Lynn Lampert	Secondary Ed - Lecturer	Lect.- Approved as is 5/3/17
Owen Doonan	College of SBS	TT- approved as is. 4/26/17
Judy Schmidt-Levy	Asian American Studies (HUM)	Not approved, Dept. reverts to Section 600 5/10/17
Vicki Ebin	Gender & Women Studies (HUM)	TT- Approved as amended & finalized by department, pending receipt of a clean electronic version 5/3/17
Jeff Wiegley	Sociology (S&BS)	TT- Approved as amended pending receipt of a clean electronic version 5/3/17 PTR-not approved, Revert to Section 645
Sheila Grant	Electrical & Computer Engineering (E&CS)	Not approved, Dept. reverts to Section 600 5/10/17
Sheila Grant	Mechanical Engineering	TT- Approved as amended pending receipt of a clean electronic version 5/3/17 Lect. - Approved as is 5/3/17 PTR- approved
PP&R Representative	Post Tenure Review Procedures	Decision
David Boyns	Deaf Studies	Approved 11/2/16
	Religious Studies	Approved 10/19/16
	Elementary Education	Approved 2/8/17
	Electrical and Computer Engineering	Revert to Section 600 5/10/17

	Physical Therapy	Approved 2/8/17
	Political Science	None submitted, revert to Section 645
	Psychology	Approved 3/8/17
	Sociology	Revert to Section 600, not approved
	Mechanical Engineering	Approve as amended and shared with department 5/3/17
	EOH	Approved as is 5/10/17
	Biology	Approved pending receipt of a clean electronic copy -4/26/17