

California State University, Northridge
Personnel Planning and Review Committee
2017-18 Annual Report
(October 2018)

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. Daisy Lemus, the Associate Vice President for Faculty Affairs, served as Executive Secretary for the Committee and Iliana Carvajal served as the Recording Secretary for the Committee.

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|--------------------------|--------------------------------|
| Christina Ayala-Alcantar | Chicana/o Studies |
| Iliana Carvajal | Faculty Affairs |
| Owen Doonan | Art |
| Vicki Ebin | Health Sciences |
| Lynn Lampert | Library |
| Daisy Lemus | Faculty Affairs |
| David Moguel | Secondary Education |
| Sean Murray (Chair) | Biology |
| Rosa Rivera Furumoto | Chicana/o Studies |
| David Russell | Insurance and Finance |
| Judy Schmidt-Levy | University Counseling Services |
| Victor Shaw | Sociology |
| Adam Swenson | Philosophy, Faculty President |
| William Whiting | Kinesiology |
| Jeff Wiegley | Computer Science |

II. Meetings

Fall Semester (8)

September 6
September 20
October 4
October 18
November 1
November 15
November 29
December 13

Spring Semester (12)

January 24
February 7
February 21
March 7
March 14
March 28
April 4
April 11
April 18
April 25
May 2
May 9

III. Committee Actions

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

The Committee considered six 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 2018-2019 Academic Year Calendar of Personnel Actions

A proposed calendar for 2018-2019 personnel actions was approved.

C. Review of Proposed PP&R Meeting Dates 2018-2019

The committee reviewed and approved the proposed PP&R meeting dates for 2018-2019.

E. Recommendation of Candidates for Emeritus Status

Twenty-two (22) senior tenured faculty members who retired during the 2016-17 year or earlier were recommended for Emeritus status. One of these recommendations for emeritus status were posthumous (Attachment A).

F. Search and Screen Committees

The reports of seven (7) Search and Screen Committees that commenced during the 2017-2018 academic year were reviewed and approved:

1. Chief Diversity Officer
2. Dean, David Nazarian College of Business and Economics
3. Interim Dean, College of Social and Behavior Sciences
4. Interim Dean, College of Engineering and Computer Science
5. Dean, College of Social and Behavior Sciences
6. Interim Director of Intercollegiate Athletics

G. Searches PP&R approved to commence

1. Dean, Michael D. Eisner College of Education
2. Director of Intercollegiate Athletics
3. Provost and Vice President of Academic Affairs
4. Associate Dean, College of Health and Human Development
5. Associate Dean, Mike Curb College of Arts, Media and Communication

H. The following Sections of the Administrative Manual were forwarded to and approved by the Faculty Senate. You may click on the hyperlinks below to review the policy changes.

Section 604 Professional Responsibility (.pdf)

Section 612 Responsibilities of Faculty Committees (.pdf)

Section 622.3 Appointment and Evaluation of Designated Academic-Administrative and

Administrative Employees (.pdf)
Section 622.6.2 Appointment and Evaluation of Department Chairs (.pdf)

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

Section 712.2.2.b.(2) Range Elevation

- 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. Two (2) departmental procedures for evaluation were approved and one (1) department reverted to Section 700. (Attachment B).

- K. Post-Tenure Review Procedures

Three (3) 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. A PP&R subcommittee reviewed applications for "Exceptional Levels of Service to Students Awards." Sixteen (16) awards approved during Spring 2018 for use in 2018-19 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 2017-2018 academic year.
4. In Fall 2017, PP&R invited the College of Science and Math and the David Nazarian College of Business and Economics to participate in a two-year pilot for e-RTP-plus with Interfolio. Faculty in both colleges voted to participate in the pilot and that faculty participation would be optional during the pilot.

5. One PP&R member was elected to serve on the Search and Screen Committee for the Dean of the College of Social and Behavioral Sciences.
6. One PP&R member was elected to serve on the Search and Screen Committee for the Dean of the Michael D. Eisner College of Education.
7. PP&R appointed two Faculty to serve on the Search and Screen Committee for the Director of Intercollegiate Athletics
8. Two PP&R members were elected to serve on the Search and Screen Committee for the Provost and Vice President of Academic Affairs
9. The Committee invited new members for welcoming and to vote for a new Chair on May 9, 2018.

M. Matters Pending for the 2018–2019 Academic Year

1. Modify Section 652.3 on Eligibility for Grant-Related/Specially-Funded Instructional Faculty Appointments
2. Review and clarify 10-day period in RTP process per Section 706.3.1.c
3. Continue to review Section 600 to ensure all content is in line with the Collective Bargaining Agreement
4. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications. Clarify vague wording about expectations for promotion
5. 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)
6. 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.”

7. Section 612.5.2.f – Clarify importance of CPC role in review/approval of department personnel procedures.
8. 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?
9. Review Section 643.1.c – Clarify language for Accelerated Promotion

**EMERITI LIST
2017-18 Academic Year**

| <u>NAME</u> | <u>RANK</u> | <u>YEARS</u> | <u>DEPARTMENT</u> |
|--------------------|--------------|--------------|-------------------------------------|
| Auerbach, Susan | Tenure Track | 2003-2018 | Edu., Leadership and Policy Studies |
| Bekir, Nagwa | Tenure Track | 1980-2018 | Electrical and Computer Engineering |
| Bloom, Marshall | Tenure Track | 1971-2018 | University Counseling Services |
| Dechter, Avi | Tenure Track | 1981-2018 | Systems and Operations Mgmt. |
| Dommeyer, Curt | Tenure Track | 1978-2018 | Marketing |
| Elias, James | Lecturer | 1999-2015 | Sociology |
| Field, Fredic | Tenure Track | 2000-2017 | Linguistics/TESL |
| Greenhalgh, Kim | Tenure Track | 1978-2018 | Business Law |
| Hill, James | Tenure Track | 2002-2017 | Journalism |
| Jennings, Penelope | Tenure Track | 1980-2018 | Business Law |
| Jennings, William | Tenure Track | 1977-2018 | Finance |
| Katz, Sharlene* | Tenure Track | 1979-2017 | Electrical and Computer Engineering |
| Kranz, Jack | Tenure Track | 1979-2016 | Res., Instruction & Outreach Serv. |
| Magliocco, Sabina | Tenure Track | 1997-2017 | Anthropology |
| Mallard, Benjamin | Lecturer | 1994-2017 | Electrical and Computer Engineering |
| McClave, Evelyn | Tenure Track | 1992-2018 | Linguistics/TESL |
| McConaughy, Daniel | Tenure Track | 1997-2018 | Finance |
| Protas, David | Tenure Track | 1970-2018 | Mathematics |
| Schillinger, John | Tenure Track | 1982-2018 | Environ. and Occupational Health |
| Schutte, Jerald | Tenure Track | 1972-2018 | Sociology |
| Seiver, Owen H. | Tenure Track | 1982-2018 | Environ. and Occupational Health |
| Simila, Gerald | Tenure Track | 1978-2018 | Geological Sciences |

*Posthumous

**Personnel Planning and Review Committee
2017-18 College and Department Personnel Procedure Review**

| PP&R Representative | Department / College Up for Review | Decision |
|--------------------------------|---|--|
| Sean Murray | University Counseling Services | 2/7/18 - TT & Lect procedures approved as amended contingent on Dept. acceptance & receipt of clean e-copy |
| Victor Shaw | Communication Disorders & Sciences | 5/2/18 - approved as amended and accepted on dept & receipt of a clean e-copy |
| David Moguel | Child and Adolescent Development | 5/2/18 - TT approved as amend contingent on Dept. acceptance & receipt of clean e-copy. Lect -5/9/18 approved as is |
| Vicki Ebin | University Library (college wide) | 5/2/18 - approved as is |
| David Russell | Manufacturing Sys. Engineering & Mgmt | 5/9/18 - PTR and TT revert to Section 600 |
| Bill Whiting | Res. Instr. & Outreach Services | 3/14/18 - approved as amended contingent on Dept. acceptance & receipt of clean e-copy |
| Bill Whiting | Biology | 5/2/18 approved as amended and accepted by the dept, pending receipt of a clean e-copy |
| Jeff Wiegley | Collection Access Mgmt Services | 5/9/18 Approved as amended contingent on dept. acceptance & receipt of a clean e-copy |
| Owen Doonan | Philosophy | 5/2/18 Reverting to Section 600 |
| Lynn Lampert | Humanities (college wide) | 4/25/18 - Acc. Promotion approved as amended contingent on College acceptance & receipt of clean e-copy. Online policy - 5/9/18 approved as is |
| Lynn Lampert | Civil Eng. & Construction Mgmt | 4/25/18 -approved as amended contingent on Dept. acceptance & receipt of clean e-copy |
| Judy Schmidt-Levy | American Indian Studies | 1/24/18 - approved as amended contingent on dept. acceptance and receipt of clean e-copy |
| Christina Ayala-Alcantar | Political Science | 4/4/18 - approved as amended and accepted by dept. and receipt of clean e-copy |
| Christina Ayala-Alcantar | Asian American Studies | 3/28/18 - approved as amended contingent on Dept. acceptance & receipt of clean e-copy |
| Rosa RiVera Furumoto | Africana Studies | 4/25/18 -approved as amended contingent on Dept. acceptance & receipt of clean e-copy |
| Adam Swenson | Geography | 4/4/18 - approved as amended and accepted by dept. and receipt of clean e-copy |
| None | Linguistics/TESL | 1/24/18 TT approved as is |
| PP&R Representative | Post Tenure Review Procedures | Decision |
| None | Social Work | 1/24/18 approved as is |
| None | Linguistics/TESL | 1/24/18 approved as is |