

Date: August 24, 2023

To: Department Chairs

From: Diane Guido 
Associate Vice President for Faculty Affairs

Subject: **Eligibility for Membership on Department and College Personnel Committees**

We have received a number of inquiries regarding service on personnel committees. The following sections from the *Administrative Manual* set forth the relevant policies:

1. A faculty member who is eligible for promotion or otherwise personally under consideration may not serve on any personnel committee (Section 612.2.5). Please note that any tenured Associate Professor who is in the fifth or longer year in rank may not serve on a Department or College Personnel Committee. Even if they elect to withdraw from consideration, they remain ineligible to serve. The fact that they do not intend to submit a file for promotion consideration does not affect their ineligible status.
2. A tenured Associate Professor who is in the first, second, third, or fourth year in rank and not under review for promotion may serve on personnel committees, but they may not participate in promotion deliberations involving other Associate Professors (Section 612.2.1). They may however, participate in deliberations related to tenure of Associate Professors.
3. Faculty participating in the Faculty Early Retirement Program (FERP) are not eligible to serve on College Personnel Committees. However, faculty participating in the FERP may be eligible to serve on Department Personnel Committees charged with retention, tenure, and/or promotion reviews, but only with the approval of the Provost. For more information on the process by which service by FERP faculty on Department Personnel Committees may be approved, see Section 612.2.1.
4. Each eligible faculty member is obligated to serve on personnel committees, if elected, unless they are appointed or elected to a University position that prohibits dual service, are unable to serve for health reasons, or are on an approved leave of absence (Section 612.2.2).
5. A faculty member cannot serve on a recommending agency that would permit the casting of a second recommendation on a faculty member during an academic year (Section 612.2.3). In other words, a faculty member can serve on several Department Personnel Committees, but not simultaneously on a College Personnel Committee and a Department Personnel Committee in the same College.

These policies are summarized in a chart, "Eligibility for Personnel-Related Activities," that was recently updated by the Personnel Planning and Review Committee, which is attached and is also available at <https://www.csun.edu/personnel-planning-review-committee/guidelines>.

Please let me know if you have questions about these matters.

cc: Provost Komaraju
College Deans
Personnel Planning and Review Committee Members