

California State University, Northridge  
Personnel Planning and Review Committee  
**2020-2021 Annual Report**

I. Membership

Stein, Mary-Pat	Biology (Chair)
Neubauer, Michael	Mathematics/Liberal Studies (Faculty President)
Brown, Lindsay Hansen	University Library
Buenavista, Tracy	Asian American Studies
Garcia-Acevedo, Maria Rosa	Political Science
Halcoussis, Dennis	Economics
Krane, Lesley	Art
Lee, Kenneth	Religious Studies
Moguel, David	Secondary Education
Roller, Margaret (Started March 3 <sup>rd</sup> )	Physical Therapy
Schmidt-Levy, Judy	University Counseling
Vrongistinos, Dino	Kinesiology
Wang, George	Computer Science
Ward, Veda (Until February 10 <sup>th</sup> )	Recreation & Tourism Management
Guido, Diane	Executive Secretary
Lichtscheidl, Carmen	Recording Secretary
Vargas, Leticia	Recording Secretary

II. Meetings

**Fall 2020 Semester (8)**

September 2, 2020  
September 16, 2020  
September 30, 2020  
October 14, 2020  
October 28, 2020  
November 18, 2020  
December 2, 2020  
December 9, 2020

**Spring 2021 Semester (11)**

January 27, 2021  
February 10, 2021  
February 24, 2021  
March 3, 2021  
March 24, 2021  
April 7, 2021  
April 14, 2021  
April 21, 2021  
April 28, 2021  
May 5, 2021  
May 12, 2021

III. Committee Actions

A. General Actions

1. Approved the Annual Report for 2019-20 AY.
2. Approval of the resolution that, due to the COVID pandemic and the remote operation of campus, all RTP recommendation letters for AY 2020-2021 will be provided in electronic format.
3. Approval of timeline and revised emeritus nomination form.
4. Retention, Tenure and Promotion Appeals

The committee considered seven appeals of Retention, Tenure and Promotion recommendations and provided the required recommendation to the Provost and Vice President for Academic Affairs for six of them; the seventh was withdrawn.

5. Approval of 2021-2022 Academic Year Calendars of Personnel Actions.
6. Approved updates to Search and Screen Manuals for 2020-2021.
7. Approved personnel deadline extensions for: David Nazarian College of Business and Economics and the Chicana/o Studies Department.

B. Section 600/700 Policy Changes

- a. Pending at Senate Executive Committee
  - a. **707 Written Comments About Lecturers** - These changes in Section 700 mimic the changes in 600 to ensure that only information in the PAF and PIF will be considered during faculty reviews. Hearsay and verbal comments may not be considered when faculty are being reviewed.
  - b. **621.4.2.b Lecturers Evaluations/Consultations** - The current language invites broad participation in lecturer reviews, including verbal consultations. The change is intended to exclude verbal feedback so that the evaluation can occur based upon only the written records in the PIF and the PAF, per the CBA.
  - c. **709.1.2.a-b Establishment of Pools** - Faculty with three-year appointments and with one-year appointments must apply to teach in their respective departments within established course teaching pools. This addition to Section 700 makes the process for applying clear with respect to when faculty must reapply. Three-year faculty only need to apply every three years (to remain in their current teaching pools). However, if faculty want to apply to new teaching pools, they need to apply to the new pool prior to being able to be assigned to teach new pool courses.
- b. Fully Approved by President
  - a. **612.3 (PP&R Terms)** - Faculty are elected to serve on the Personnel Planning and Review Committee for a term of three years. There is currently no limit to the number of terms one may serve. Allowing the faculty member to voluntarily step down after two terms (i.e., six years) will allow the faculty member to have some flexibility in terms of rendering service or explore other professional activities. The limit will also encourage other senior faculty to consider serving on PP&R.
  - b. **612.3 (Faculty Bylaws)** - The Faculty By-laws have changed over the course of time and sections have been removed and combined. A reference to Sections 1.4 and 2.8 (sections that no longer exist in the By-Laws) have been removed and replaced with the correct section of the Faculty By-laws.
  - c. **612.5.2.c Responsibilities of Faculty Committees: Department Level** - These changes in section 612.5.2.c add clear language regarding the timing of scheduling peer reviews and the sharing of course materials with reviewers. Access to Canvas or other learning platforms where faculty store course materials is helpful so that reviewers can make an accurate and informed review of the faculty member's teaching effectiveness.
  - d. **641.2.3 Service Credit** - The language proposed here clarifies the "counting" of work done at a previous institution or position in the granting of Service Credit. Scholarly activities, teaching, and service will be considered in the RTP process as specified in an MOU or hiring letter between the faculty member and the Dean. The section also stresses the need for the faculty member to continue to engage in these activities at CSUN for subsequent retention, tenure, and promotion.

- e. **706.3 Access to Course Materials** - These changes in section 706.3 add clear language regarding the sharing of course materials with reviewers. Access to Canvas or other learning platforms where faculty store course materials is helpful so that reviewers can make an accurate and informed review of the faculty member's teaching effectiveness.
- f. **612.5.2.c.2.a.iii Email notification of Class Visit Reports & 635.2.2 RTP Decision Letters** - These changes delineate the official form of notification for Peer Class Visits and RTP letters as email to the faculty members' CSUN email accounts. The date of the email will start the clock for faculty members to ask for changes or write rebuttals. CSUN has been operating in this way during the 2020-2021 academic year per a PP&R motion in September 2020. It has worked well, especially during the pandemic and is the preferred way of communication information to faculty in a timely and secure manner. The proposed changes will codify this communication method for the future.
- g. **612.5.2.c.4 Feedback from Students** - The change in language is to ensure that students are provided an opportunity for feedback on faculty under consideration for reappointment, tenure and/or promotion. Written feedback identifying the source will be placed into a faculty member's Personnel Action File.
- h. **613 Written Statements** - The change in language is to ensure that faculty are reviewed based on material that has been deemed important and pertinent to the faculty members performance at CSUN and that has been duly placed in that faculty member's Personnel Action File.
- i. **709.1.2 Documenting Faculty's Experience for particular class pools** - This change ensures that the experience of faculty for any particular pool is documented.
- j. **706.1 & 706.2 Review of Department Guidelines for Lecturers and Timeline for Changes in Lecturer Guidelines taking effect** - These additions to the language in Section 700 clarify the timeline for changes to go into effect and make the language in Section 700 parallel to the corresponding wording in Section 600.
- k. **607.2 Confidentiality of Consultations** - These changes are in response to the requirement that faculty be reviewed only on material present in their PIF and PAF. All feedback that can be considered needs to be in writing with the source identified. All such statements remain confidential.
- l. **712.2.2.b.2 Range Elevation** - The deadline for application for Range Elevations sometimes falls a day or two before the deadline listed in this section. This minor change allows for date fluctuations in the actual deadline date. The change was requested by CFA.
- m. **Section 700 (emails notifications)** - These changes delineate the official form of notification for Peer Class Visits and Range Elevation letters as email to the faculty members' CSUN email accounts. The date of the email will start the clock for faculty members to ask for changes or write rebuttals. CSUN has been operating in this way during the 2020-2021 academic year per a PP&R motion in September 2020. It has worked well, especially during the pandemic and is the preferred way of communication information to faculty in a timely and secure manner. The proposed changes will codify this communication method for the future and bring it in alignment with changes that have been proposed to Section 600.

C. Approved/Staffed Search and Screen Committees

- Vice Provost
- Dean, Humanities
- Associate Dean, Tseng College
- Assistant Vice President, Research and Sponsored Programs
- Assistant Vice President, Student Access and Support Services
- Assistant Vice President, Enrollment Management

D. Recommendation of Candidates for Emeritus Status

**Emeriti List**  
**2020-2021 Academic Year**

<b>Name</b>	<b>Department</b>	<b>Rank</b>	<b>Service</b>
Broussard, Joyce L.	History (posthumous)	Tenure Track	1996-2020
Charnofsky, Stanley	Educational Psychology and Counseling	Tenure Track	1961-2020
Costea, Ileana	Manufacturing Systems and Engineering Management	Tenure Track	1977-2019
Dimo, Edith	Modern and Classical Languages and Literatures	Tenure Track	1995-2020
Edson, Eric	Cinema and Television Arts	Tenure Track	1999-2020
Helfer, Doris	Collection Access and Management Services	Tenure Track	1996-2021
Horn, Werner	Mathematics	Tenure Track	1998-2020
Lee, Doyoung	Asian American Studies	Lecturer	1991-2021
Liu, David	Accounting and Information Systems	Tenure Track	1998-2020
Low, Sheryl	Physical Therapy	Tenure Track	1988-2021
Mehler, Ronald	Electrical and Computer Engineering	Tenure Track	2005-2020
Miller, David	Accounting and Information Systems	Tenure Track	2003-2020
Mokhnatkin, Dina	Modern and Classical Languages and Literatures	Lecturer	2007-2020
Nguyen, Dat-Dao	Accounting and Information Systems	Tenure Track	1999-2020
Pardo, Mary	Chicana/o Studies	Tenure Track	1978-2021
Park, Clara	Secondary Education	Tenure Track	1991-2021
Peckham-Hardin, Kathryn	Special Education	Tenure Track	1998-2020
Pistolesi, Edie	Art	Tenure Track	1991-2020
Pratt, Gary	Music	Tenure Track	1981-2019
Rivas, Michael	Secondary Education	Tenure Track	2003-2021
Ryan, Robert	Mechanical Engineering	Tenure Track	2003-2020
Solomon, James	English	Tenure Track	1991-2020
Summers, Michael	Biology	Tenure Track	1998-2020
Turner, Sarah	Journalism	Lecturer	1989-2020
van Alphen, Deborah	Electrical and Computer Engineering	Tenure Track	1991-2020
Vickroy, Thelma	Cinema and Television Arts	Tenure Track	1999-2020
Virts, Nancy	Economics	Tenure Track	1988-2020
Von Wolffersdorff, Joy	Art	Tenure Track	1985-2020

**E. Recommendation of Awards for Exceptional Service to Students**

<b>First Name</b>	<b>Last Name</b>	<b>Home Department</b>	<b>College</b>	<b>Rank</b>	<b>Awarded by PPR?</b>
Nicole	Blalock	American Indian Studies	Humanities	Assistant Professor	<b>Yes</b>
Edith	Chen	Asian American Studies	Humanities	Professor	<b>Yes</b>
Merav	Efrat	Health Sciences	HHD	Associate Professor	<b>Yes</b>
Amanda	Harrison	English and Queer Studies	Humanities	Lecturer	<b>Yes</b>
Jeffrey	Izzo	Music	MCCAMC	Assistant Professor	<b>Yes</b>
Michael	Johnson	CTVA	MCCAMC	Assistant Professor	<b>Yes</b>
Lesley	Krane	Art	MCCAMC	Professor	<b>Yes</b>
Joel	Lemuel	Communication Studies	MCCAMC	Assistant Professor	<b>Yes</b>
Robin	Muller	Philosophy	Humanities	Assistant Professor	<b>Yes</b>

Kelly	Opdycke	Communication Studies	MCCAMC	Lecturer	Yes
Nayan	Ramirez	Criminology & Justice Studies	SBS	Assistant Professor	Yes
Michelle	Rozic	Art	MCCAMC	Professor	Yes
Heidi	Schumacher	Queer Studies	Humanities	Lecturer	Yes
Julie Ann	Sipos	CTVA	MCCAMC	Lecturer	Yes
Melissa	Tindage	Communication Studies	MCCAMC	Assistant Professor	Yes
Claire	White (Kravette)	Religious Studies	Humanities	Associate Professor	Yes

F. Review of College and Department Personnel Procedures

**Personnel Procedures Review  
2020-2021 Academic Year**

<b>College/Department</b>	<b>Type</b>	<b>PP&amp;R Decision</b>
<b>Art</b>	TT	Approved
	Lecturer	Approved
	PTR	Approved
<b>Communication Studies</b>		Approved
<b>Journalism</b>	PTR	Approved
<b>Music</b>	PTR	Approved
<b>DNCBE</b>	TT	Approved
	Lecturer	Extended for a year
<b>Business Law</b>	PTR	Approved
<b>Economics</b>	Lecturer	Approved
	PTR	Approved
	TT	Approved
<b>Sys. &amp; Oper Management</b>	PTR	Approved
<b>Ed. Psych. &amp; Counseling</b>	PTR	Approved
<b>Elementary Ed.</b>	TT	Approved
<b>Secondary Ed.</b>	PTR	Approved
<b>Computer Sciences</b>	TT	Approved
	PTR	Approved
<b>CHHD (College)</b>		Approved
<b>Child &amp; Adolescent Development</b>	PTR	Approved
<b>Health Sciences</b>	TT	Approved
<b>Chicano/a Studies</b>	TT	Extended for a year
	PTR	Approved
<b>English</b>	Lecturer	Approved
<b>Chemistry &amp; Biochemistry</b>	PTR	Approved
<b>Mathematics</b>	TT	Approved

<b><i>Physics &amp; Astronomy</i></b>	PTR	Approved
<b><i>Anthropology</i></b>	TT	Approved
<b><i>Social Work</i></b>	TT	Approved
<b><i>Urban Studies &amp; Plan.</i></b>	PTR	Approved

G. Pending business for 2021-2022

1. Policies to be reviewed in 2021-022 by PP&R

- i. **634 Consultation:** Clarifies that personnel recommendations must be based solely on materials included in the PIF and PAF.
- ii. **704 (New) Professional Responsibility of Lecturers:** Add new section to 700 commensurate with Section 604.
- iii. **606.1.b.1:** Consider adding deadline for submitting material to PIF for RTP review.

2. Finalize PP&R Standard Operating Procedures.