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STANDARD OPERATING PROCEDURES
of the Personnel Planning and Review Committee (PP&R)
of the Faculty Senate

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I. Purpose of these Standard Operating Procedures

The purpose of Standard Operating Procedures (SOP) is to assist the Personnel Planning and Review Committee (PP&R) of the California State University, Northridge Faculty Senate in the fair and consistent execution of campus personnel procedures at all levels. Specifically, the procedures identify steps undertaken by the Committee to ensure equitable treatment of colleagues consistent with approved policies and procedures, while outlining a clear protocol to be undertaken when resolving issues of non-compliance.

II. Clarification of Terminology

Terminology used throughout this document is intended to reflect common language used by the State, CSU system, campus, CFA and in approved Faculty Senate documents. Definitions may be found at the beginning of Section 600. It is also acknowledged that new terms are invented and used in different institutions, agencies and disciplines. The Committee welcomes updates on terminology and word usage to strengthen both its accuracy and efficacy.

CBA = Collective Bargaining Agreement (the Contract)

CFA = California Faculty Association (the Union)

CPC = College Personnel Committee

DPC = Department Personnel Committee

PIF = Personnel Information File

PAF = Personnel Action File

PP&R = Personnel Planning and Review Committee

PTR = Post-Tenure Review

RR = Robert's Rules

RTP = Retention, Tenure, and Promotion

SOP = Standard Operating Procedures

III. Functions of the Personnel Planning and Review Committee

The Personnel Planning and Review Committee has five main functions:

1. Review and approve Department and College personnel procedures (RTP, Lecturer, PTR). Each Department and College must submit its procedures for review and approval, at least, every five years.
2. Provide guidance and consultation to the campus community regarding personnel policies and procedures based on Sections 600 and 700 of the CSUN Administrative Manual.
3. Update and revise Section 600 and Section 700 of the CSUN Administrative Manual as needed (e.g., clarify inconsistencies, ensure consistency with the CBA, add new procedures). Revisions are submitted for review and presented by the PP&R Chair or a designee at the next most convenient meeting of the Faculty Senate.
4. Serve as a fifth reviewing agency in the case of personnel appeals. Personnel appeals may arise when personnel recommendations between the department and college levels conflict.
5. Approve and serve on searches for campus administrators.

IV. Functions of the PP&R Chair

1. Leads all PP&R meetings and moderates the discussions and debates.
2. Develops list of individual member committee assignments while maintaining an equitable workload.
3. Co-presents at RTP Roadshows, along with the AVP of Faculty Affairs and the Provost.
4. Provides guidance to department and personnel chairs on individual RTP and PTR cases, such as suggesting new timelines for review as necessary.
5. Signs award letters (Emeritus, Exceptional Service to Students, etc.).
6. Signs appeals decision letters and responds, when appropriate, to rebuttals.
7. Visits other committee meetings, such as Council of Chairs, to address concerns or questions regarding personnel procedures or calendars.
8. Serves as a member of Faculty Senate and presents proposed policy changes to Senate Executive Committee and Faculty Senate.
9. Drafts meeting agendas and amends meeting minutes in consultation with the AVP of Faculty Affairs/Executive Secretary.
10. Initiates the election of the new PP&R Chair during the final meeting of the academic year according to Bylaws of the Faculty.

V. Committee Membership and Duties Based on the Bylaws of the Faculty

Section 6.8 states: “This committee shall consist of thirteen members, including the President of the Faculty and twelve members elected by and from the eight Colleges, the Library, and Student Affairs, each unit electing its own representatives. Only faculty in the rank of Professor, Librarian, or Student Services Professional III -Academically Related are eligible to serve on the Personnel Planning and Review Committee. If the President of the Faculty is not eligible to serve, the Faculty President shall appoint an eligible designee.

The twelve elected members shall be apportioned annually among the Colleges, the Library, and Student Affairs by the Executive Committee of the Senate according to the number of full-time equivalent teaching faculty each employs during the semester of the election. The method of major fractions shall be used, provided that no represented unit shall have fewer than one member or more than four.

This committee shall make recommendations concerning academic personnel policies and procedures, including those which, if adopted, shall be incorporated in appropriate sections of the Administrative Manual. The committee shall interpret Section 600 of the Administrative Manual and other pertinent documents and directives with respect to personnel matters, shall hear appeals from personnel decisions of College committees and/or Deans, and shall carry out all other duties assigned to the committee in Section 600 of the Administrative Manual.”

Faculty may not serve on more than one personnel committee (see Section 612, Dual Service). If members need to be replaced mid-year, Faculty Affairs will confirm eligibility based on personnel committee membership.

VI. Scope and Applicability of the Standard Operating Procedures

The scope of the Standard Operating Procedures (SOP) is limited to the charge of the Personnel Planning and Review Committee (PP&R) of the CSU Northridge Faculty Senate. The procedures are intended to assist the Committee in carrying out its charge when there are a variety of potential steps and solutions available, or that might be generated across varying levels of reviewing agencies. In addition, the PP&R Committee recognizes both inherent strengths and weaknesses associated with decision-by-committee that its composition is dynamic, and that *all members* will benefit from formalization of steps to be taken. What do we do next? There are often unanticipated grey areas that emerge in the application of policies that impact overall effectiveness of committee work.

The work of PP&R is informed by laws and regulations of the State of California, the CSU system and the CSUN Faculty Collective Bargaining Agreement as well as the Faculty Senate. The Committee acknowledges the complexity of aligning all of these perspectives (inputs) in the design and implementation of systems that result in fair and comprehensible procedures for colleagues, and timely and accurate reviews of faculty (outputs).

The development of SOP is viewed as essential to responsible discharge of the duties of PP&R. Like any policies, these are subject to subsequent review, modification or rescission through procedures established by the Faculty Senate. Dates of review or changes are to be included in future amendments to an approved SOP.

VII. PP&R Committee Meeting Standards

1. Meeting days and times
 - a. The PP&R Committee meets every other week on Wednesdays from 1:00-5:00 pm in the fall semester and through mid-March. From mid-March until May, PP&R meets weekly from 1:00-5:00 pm. All Committee members are expected to plan their teaching and service duties around PP&R committee meetings since PP&R is a required service activity for faculty and full participation is vital to the effectiveness of the Committee.
2. Quorum
 - a. A simple majority of the voting Committee members constitutes a quorum.
3. Meeting Agenda
 - a. The Chair of PP&R and the Executive Secretary will finalize an agenda for PP&R meetings no more than five calendar days prior to meeting. The agenda will be distributed to all members of the Committee and will be posted in the shared PP&R Box. Action items for meetings will also be posted or distributed for review by Committee members at least two days prior to the meeting, whenever possible.
4. Meeting Minutes
 - a. Minutes of each meeting will be taken by the Executive Secretary. These will be stored in the shared PP&R Box, and distributed to PP&R members by email, at least, two days prior to the next scheduled meeting.

- b. Minutes will be reviewed and approved by members of PP&R prior to, or at the next regularly scheduled Committee meeting with the exception of the last meeting in December and the last meeting in May.
 - c. Committee members may make any suggested changes, additions or modifications to the minutes on the document in the shared PP&R Box, and must notify the PP&R Chair and Secretary of these changes. Committee members are encouraged to make changes at least 2 days prior to the next scheduled PP&R meeting, whenever possible.
 - d. Discussion of minutes and final approval will take place during the next PP&R meeting.
 - e. Approved minutes will be distributed to the Senate Executive Committee liaison and to the Faculty Senate Office Manager by email and posted on the shared PP&R Box site in a timely manner.
5. Discussions and Deliberations
- a. Robert's Rules of Order (RRs) will be used to conduct meetings. All Committee members should have a rudimentary understanding of RRs to allow meetings to run smoothly and efficiently. A summary is provided here: https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf
 - b. PP&R sometimes discusses sensitive issues about faculty, including issues associated with retention, tenure and promotion. All such discussions are to be held in the strictest of confidence.
 - c. Vigorous debate and disagreements will be handled in a respectful manner. The Chair of PP&R will manage discussions and debates.
 - d. When subcommittees are formed, they should develop a timeline for meetings and deliberations. Subcommittee members should provide feedback to their committee based on that timeline.
 - e. PP&R Committee members who have suggested changes to policies must submit them at least 2 days prior to the next scheduled general or subcommittee meeting.
 - f. The Chair will maintain a workload grid in Box: the grid reflects individual assignments to personnel procedure review teams, appeals teams, individual policy review subcommittees, etc.
6. Voting
- a. All 13 members of the PP&R Committee are voting members. As such, all voting members may vote "For" or "Against" a motion. Since abstentions do not count, members not wishing to vote "For" or "Against" a motion should not vote at all.
 - b. Votes on RTP appeals must be done by secret ballot facilitated by the Executive Secretary.
7. Committee Communications
- a. PP&R Email Communication: Members as well as others may wish to communicate through the use of email. These listserv email addresses are to be used only for PP&R business purposes.
 - b. To send an email only to PP&R Committee Members, use: ppr_memb-l@csun.edu

VIII. Communication and Technology

PP&R members are expected to have appropriate technology to allow for multiple types of communication including, but not limited to, Zoom, email, telephone, and conference calling, in addition to regularly scheduled in-person meetings and interviews. Members must be able to access, review, and edit documents via online resources such as Box, Word Online, and Interfolio. PP&R members should possess the necessary technological devices, software, and internet connectivity to facilitate timely response to and interaction with other PP&R members.

IX. PP&R Committee's Role in Training During the RTP Process

The purpose of PP&R, its functions, and its role in the RTP and appeals process are important to all reviewing agencies and any individuals under review. PP&R activities may be referred to during RTP Road Shows, ePIF preparation sessions, as well as during Department and College Personnel Committee meetings as a means of training others. Members of PP&R may be invited to meet with other reviewing agencies or individuals to discuss the functions of PP&R.

X. Non-compliance

The consultative process involves shared governance, is time consuming, and requires the participation of relevant decision-makers at many levels within the University. Timely decisions may be delayed due to non-compliance at the Department or College level when forming RTP review committees, or by a faculty member under review not responding to requests for a meeting or materials. In consultation with the Provost, PP&R will clearly identify consequences associated with non-compliance as and when issues arise.

XI. Online Resources

- a. Robert's Rules of Order Online at: <http://www.rulesonline.com/>
- b. Personnel Planning and Review Committee:
<https://www.csun.edu/personnel-planning-review-committee>
- c. Faculty Affairs: <https://www.csun.edu/faculty-affairs>
- d. Faculty Senate: <https://www.csun.edu/faculty-senate>
- e. Senate Executive Committee:
<https://www.csun.edu/faculty-senate/about-senate-executive-committee>
- f. Section 600 & 700 of the CSUN Administrative Manual:
<https://www.csun.edu/faculty-affairs/policies>
- g. CFA Collective Bargaining Agreement:
<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>