

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 15, 2021 APPROVED BY COMMITTEE ____
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____ –
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Michael Neubauer, Dino Vrongistinos, George Wang, Peggy Roller, Sylvia Macauley, Jeffrey Auerbach, Pat- Alford-Keating, Tamarah Ashton

Members Absent: None

Staff Present: Diane Guido, Executive Secretary, Letty Vargas & Megan Dozier, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:02pm. The committee welcomed the new recording secretary, Megan Dozier.
2. Approval of Minutes from September 1, 2021
The Committee reviewed the minutes of September 1, 2021.
MSP: Approval of minutes of the September 1, 2021 meeting.
3. Announcements
 - a. PP&R Rep for Senate
 - i. The committee will work on a rotating basis to have members who work on specific policy language attend senate meetings along with the PP&R Chair to help field questions.
4. Update on Section 600 Searches
 - a. Dean for College of Humanities
 - i. The committee will nominate a PP&R rep at the next meeting.
 - b. Vice President of University Relations and Advancement
 - i. No updates.
5. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. **Section 703** – Professional Responsibility for Lecturers
 - i. No updates.
 - b. **606.1.b.1** – Deadline for submitting material to PIF
 - i. No updates.
 - c. **634** – Consultation
 - i. No Updates.
 - d. **622.2.2a** (VP), **622.3.5** (Academic Admin), **622.4.3** (Deans), **622.5.2a** (Associate Deans) – Review of new administrators after 3 years
 - i. Language will be written for PP&R review.
 - e. **703.1.2.c** – Placing items in lecturers PAF
 - i. Faculty affairs will bring back edited language for the committee to review.
 - f. Review of committee eligibility chart

1. Committee discussed whether DPCs could be chosen ahead of CPCs, despite the fact that the PP&R calendar includes an earlier deadline for CPC elections. One college already chooses DPC membership first and that is codified in PP&R-approved personnel procedures. Therefore, another college may also elect DPCs first and should include that process in their personnel procedures.
 2. Associate professors eligible for promotions – The committee confirmed that tenured associate professors eligible for promotions currently cannot serve on personnel committees and a change in that practice would require a change to Section 600.
 3. The committee agreed to consider additional edits to the committee eligibility chart at the next meeting with a goal of finalizing it then for wide distribution.
 - g. **621.4.2b** – Lecturer Evaluations (Sent back for PP&R review)
 - i. This policy will be going to Senate for a first reading. Therefore, the committee will revisit the policy if there are specific comments from the Senate.
6. Update on Adoption of Policy Recommendations
- a. Going to Senate for first reading 9/23/21
 - i. 707 – Written Comments about Lecturers
 - ii. 621.4.2b – Lecturer Evaluations
 - iii. 709.1.2a-b – Three-year faculty and annual application to pools
7. Department and College Personnel Procedures
- a. Notification of Personnel Procedures Up for Review (sample memo)

The committee reviewed the memo that will be sent to each college and department reminding them of any personnel procedures that are up for review in this academic year.
 - b. 2021-22 Schedule of Review

PP&R Chair reviewed with the Committee the schedule of review for the 2021-22 Academic Year.
 - c. Subcommittees to Review Department and College Personnel Procedures

After discussion, subcommittees were proposed to review Department and College Personnel Procedures pending the AMC and CSM elections.
8. Review of PP&R Documents
- a. PIF & ePIF Guidelines

No Updates.
 - b. Guidelines for Review of Department and College Personnel Procedures and Guidelines for developing/revising Department and College Personnel Procedures

No updates.
9. Standard Operating Procedures (PP&R Bylaws)

Committee members were asked to review the draft bylaws and bring feedback at the next meeting.
10. Quality of Scholarly Publications
- a. No updates.
11. Other/New Business

a. Reviewing DEI as part of RTP process – There is interest in exploring the idea of using diversity, equity, and inclusion activities as part of RTP criteria. A committee member will confer with EEC to discuss the process and possible collaboration.

b. Workload Distribution

The committee reviewed a draft worksheet designed to ensure even workload distribution.

c. Accountability concern

At the request of department colleagues, a committee member raised a question about how PP&R members are accountable to their constituents. The committee noted that members are expected to consult with their constituents on significant items.

d. Program Personnel Committee

The questions arose of whether PP&R might establish procedures that help small programs navigate the RTP process. Currently, Section 600 is geared toward Departments and additional guidance for programs may be helpful (e.g., regarding composition of committees and the review process). PP&R will consider taking up this issue.

e. Election Guidelines

The committee is interested in creating guidance to assist with CPC and DPC elections, as the PP&R Chair and Faculty Affairs have been fielding numerous questions recently and more guidelines may be helpful. Examples include addressing who should be included on a ballot and whether the order of names matters.

12. The meeting adjourned at 3:57pm. The next meeting of the Committee is scheduled for 1:00pm on September 29, 2021, via Zoom.

As of 09/16/2021