

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 13, 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, Jeffrey Auerbach, Pat Alford-Keating, Tamarah Ashton, Debi Choudhary, Michael Hoggan

Members Absent: Sylvia Macauley

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

Staff Absent: None

1. Chair called the meeting to order 1:01pm.
2. Approval of Minutes from September 29, 2021
MSP: Approval of the minutes.
3. Announcements
 - a. Sabbatical Applications
 - i. The committee reviewed how sabbatical applications were being handled. There are some questions about the timing of electing DPC and CPC chairs, as AdobeSign requires that applicants input the names of those faculty, yet the sabbatical application deadline precedes the CPC and DPC election deadlines. Otherwise, the AdobeSign sabbatical application is working and all application are moving along.
 - ii. Faculty may not be aware that they can track their applications on AdobeSign.
 - b. The committee discussed implementing a deadline to elect CPC/DPC chairs. This was noted and will be considered when the 2022-23 PP&R calendar is reviewed.
4. Update on Section 600 Searches
 - a. Dean for College of Humanities
 - i. The search committee has met and has made some revisions to the position description. A revised PD will be circulated to PP&R members.
 - b. Vice President of University Relations and Advancement
 - i. First round interviews were conducted last week.
 - c. Interim Dean for HHD

- i. The position was posted for the Interim Dean and is open to faculty within the college.
- 5. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. Section 703 – Professional Responsibility for Lecturers
No action; will be reviewed at the next meeting.
 - b. 606.1.b.1 – Deadline for submitting material to PIF
Some edits were discussed; will be reviewed at the next meeting.
 - c. 634 – Consultation
Some edits were discussed. 634.4.b - "Immediately upon receipt" contradicts other language of the document. Further review anticipated at next meeting.
 - d. Review of new administrators after 3 years – 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans)
MSP: The committee reviewed and approved the changes. The proposed changes will be moved forward to the Senate Executive Committee.
 - e. Lecturer Evaluations - 621.4.2b
MSP: The committee reviewed and approved changes. The proposed revised policy will be moved forward to the Senate Executive Committee.
 - f. Guidelines for CPC/DPC Elections
The committee discussed possible placement of these guidelines in Section 600.
 - g. Request for change in RTP review timeline:
The committee reviewed a request from a faculty member on leave to alter the timeline of a 4th year RTP review. After discussion, and with the support of the DPC, the committee agreed to a change.
MSP: The committee approved a change to the review timeline for one faculty member as follows:
 - ePIF due via Interfolio by February 28, 2022
 - DPC and Chair reviews sent to candidate (email) no later than March 10
 - Department level completed in Interfolio by March 20
 - CPC and Dean reviews sent to candidate (email) no later than April 8
 - College level completed in Interfolio by April 18
 - Appeal deadline to PP&R by April 24
- 6. Update on Adoption of Policy Recommendations
 - Results from Senate first reading on 9/23/21
 - i. Written Comments about Lecturers – 707
MSP: Several changes were made and approved. The revised policy will be moved forward to the Senate Executive Committee
 - ii. Lecturer Evaluations - 621.4.2b – as above, 5e.
 - Ready to go to Senate for Second Reading and Vote
 - i. Three-year faculty and annual application to pools – 709.1.2a-b
- 7. Department and College Personnel Procedures: No action items
- 8. Review of PP&R Documents
Guidelines for Review of Department and College Personnel Procedures & Guidelines for developing/revising Department and College Personnel Procedures: Due to the delay in making changes in these documents, the committee will consider changes that would take effect for next year’s review cycle.

9. Standard Operating Procedures (PP&R Bylaws): No action taken.

10. Quality of Scholarly Publications

<https://docs.google.com/document/d/1H9cODiGTh-QIJ5KDOZ-41RW4XgC-O3pRtyL4RJDIG34/edit>

The committee will review and have changes prepared for the next meeting.

11. Other/New Business

a. GRIF minimum buyout (652.3(b))

The committee learned that calculations of eligibility are based upon a 1.0 time base, or 30 units, rather than 24 units as previously understood. No action taken at this time.

b. The committee discussed concerns about whether two search committees in the same department can have separate membership at the dean's request. No action was taken.

c. Some members received requests for PP&R to alter the RTP calendar in future years so that the Spring cycle starts later. It currently starts at the beginning of the Spring semester, prompting faculty to work over Winter break. This item was noted and will be reviewed again when the 2022-23 academic year calendar is established.

d. Regarding the discussion at the last P&R meeting, it was discovered that the online policy in SBS was approved by faculty committees several years ago. The pertinent portions of the CECS online guidelines are being reviewed by their CPC. No action is needed by PP&R.

12. The meeting adjourned at 4:20 pm. The next meeting is scheduled for 1:00 pm October 27, 2021, via Zoom.