

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 27, 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, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Jeffrey Auerbach, Pat Alford-Keating, Tamarah Ashton, Debi Choudhary, Michael Hoggan,

Members Absent:

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

Staff Absent: None

1. Call to Order: The Chair called the meeting to order at 1:01pm.
2. Approval of Minutes from October 13, 2021  
MSP: The minutes were approved.
3. Announcements  
The new senate executive liaison plans to attend a PP&R meeting in the near future.
4. Update on Section 600 Searches
  - a. Dean for College of Humanities  
An updated position description was circulated to the committee.
  - b. Vice President of University Relations and Advancement  
The search committee will hold in person interviews the first week of November.
  - c. Interim Dean for College of Health and Human Development
  - d. An interim dean should be appointed by the end of next week for Vice President of Technology.
    - i. A new search has been initiated. Matt Cahn will chair the search committee.
    - ii. The committee was asked for two PP&R representatives on the hiring committee; Wayne Smith and George Wong were appointed.
5. Updates on Section 600 Decisions, Approvals, Inquiries
  - a. Section 703 – Professional Responsibility for Lecturers  
The committee will edit and review for the next meeting.
  - b. 606.1.b.1 – Deadline for submitting material to PIF  
The committee considered including an exact deadline and proposed March 1<sup>st</sup>. Further edits will be made by the subcommittee.
  - c. 634 – Consultation  
The committee will work on changes for the next meeting.

- d. Guidelines for CPC/DPC Elections  
No action taken.
  - e. Written Comments about Lecturers – 707  
The committee reviewed suggestions by the Senate Executive Committee and made some changes to the original proposal.  
**MSP** to forward revisions to Senate Executive Committee.
  - f. Lecturer Evaluations - 621.4.2b  
The committee reviewed suggestions by the Senate Executive Committee, but made no changes.
  - g. 606.1.2 – Personnel Action File  
The committee reviewed edits to this section to reflect that only Dean can place documents in the PAF, per the CBA.  
**MSP** to forward the proposed edits to Senate Executive.
  - h. 620-622 Faculty Recruiting Edits – A subcommittee was identified to work on changes to this section.
6. Update on Adoption of Policy Recommendations
- a. For Senate first reading
    - i. 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)  
The committee reviewed points raised at the first Senate reading on 10/21/21 and agreed that no changes are needed to the current language.
    - ii. 703.1.2 – Authorized Personnel Files  
The committee reviewed suggestions made at the first Senate reading on 10/21/21 and agreed to some changes.  
**MSP** approved
  - b. For Senate Second Reading and Vote on 10/21/2021
    - i. Three-year faculty and annual application to pools – 709.1.2a-b – This item passed at Faculty Senate on 10/21/21.
7. Department and College Personnel Procedures  
There was a question about which Sociology procedures need to be reviewed this year. Tenure track policies need to be reviewed, lecturer policies do not. Faculty Affairs will correct the chart.
8. Review of PP&R Documents  
Guidelines for Review of Department and College Personnel Procedures & Guidelines for developing/revising Department and College Personnel Procedures – No action
9. Standard Operating Procedures (PP&R Bylaws) – No action.
10. Quality of Scholarly Publications  
<https://docs.google.com/document/d/1H9cODiGTh-QIJ5KDOZ-41RW4XgC-O3pRtyL4RJDIG34/edit>  
The committee reviewed document and suggested further changes. The subcommittee will review again to finalize.

11. Other/New Business

- a. Lecturer Inclusion in Chair Advisory vote – no action
- b. Eligibility for Personnel Committees – no action
- c. Questions about lecturer evaluations: The committee discussed whether lecturers may be reviewed by a DPC or Lecturer Evaluation Committee rather than solely the Department Chair. PP&R confirmed that peer committee is appropriate for evaluations and that peer committee should have access to the PIF and the PAF for that evaluation.

12. The meeting adjourned at 3:59 pm. The next meeting is scheduled for 1:00 pm, November 10, 2021 via zoom.

*As of 11/02/2021*