

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 6, 2022 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, George Wang, Peggy Roller, Michael Hoggan, Pat Alford-Keating, Debi Choudhary, Tamarah Ashton

Members Absent: Henrik Minassians, Dino Vrongistinos

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

Staff Absent: None

1. The Chair called the meeting to order 1:03 pm.
2. Approval of Minutes
MSP: The minutes from March 30, 2022, were approved.
3. Announcements
 - a. D. Guido shared that today is Megan Dozier's last day with Faculty Affairs. A new Recording Secretary for PP&R will begin next week. The committee thanked her for her service this academic year.
 - b. It was noted that the Range Elevation calendar allowed only 29 days between the date of posting of the eligibility list (April 1) and the deadline for application (April 29). The contract requires at least 30 days, so Department Chairs are advised to accept the applications through Monday, May 2.
4. RTP Appeals Process – The committee identified subcommittee chairs and reviewed the process for preparing questions for the upcoming meetings, and making recommendations. Letty Vargas from Faculty Affairs provided an Interfolio demonstration for PP&R committee members on how to access the digital RTP files for review.
5. Exceptional Service to Students Award applications – A subcommittee member reported the committee reviewed 41 files and identified 24 faculty to be awarded three units of reassigned time in the 2022-23 academic year. The group recommends some changes for the next round including clarification on eligibility of repeat applicants and criteria for determining the components of exceptional service. The subcommittee will bring back specific recommendations for future application cycles at a subsequent meeting.

6. Update on Section 600 Searches
 - a. Dean of the College of Humanities – Search and Screen Committee Chair Fermin Herrera gave a verbal report of the search and shared the written report, per Search and Screen guidelines.
MSP: The committee voted to approve the search report for the Dean of the College of Humanities.
 - b. Vice President of Information Technology – Full day interviews of five finalists are scheduled for this week.
 - c. Dean for College of Health and Human Development – No update.

7. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. 2022-23 Academic Year Calendar of Personnel Procedures – L. Brown reviewed feedback that she and D. Guido shared with Council of Chairs Chairman Ken Luna as a response to concerns noted by the Council of Chairs. In light of the complications of delaying the deadline for chairs and DPCs to review RTP files, the committee will recommend that the review process begin December 1 or earlier next year. The committee discussed other changes and improvements to the calendar.
MSP: The committee voted to approve the Section 600 calendar. It will be moved forward to the Senate Executive Committee.
 - b. 2022-23 Section 700 Personnel Calendar (Range Elevation) – The tentative dates were discussed.
MSP: The committee voted to approve the Section 700 calendar. It will be moved forward to the Senate Executive Committee.
 - c. **604.12 – Professional Responsibility** – Textbooks – The committee discussed a new addition to this section of the Administrative Manual to emphasize the importance of faculty providing course materials in a timely manner. Additional edits are under consideration as well as other ideas of how to communicate the importance of this issue to faculty.

8. Update on Adoption of Policy Recommendations
 - a. 708.1 Equal Employment Opportunity Policy – This will go to Senate on 4/7/2022.
 - b. 645.4 Periodic Review of Tenured Faculty 703.2.3.f – Access to Lecturer PAF – This will go to Senate Exec on April 21, 2022.
 - c. 622.6.5 – Appointment of Acting Department Chairs – This will go to Senate Exec on April 21, 2022.
 - d. 621.4.2b Lecturer Evaluations -- This will go to Senate Exec on April 21, 2022.

9. Department and College Personnel Procedures – The committee reviewed some updates on procedures received and which ones are likely to be ready for review or vote at the next meeting.

10. Other/New Business - None

11. The meeting adjourned at 3:11 pm. The next meeting is scheduled for 1:00 pm April 13, 2022 via Zoom.