

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING January 31, 2024 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: Pat Alford-Keating, Silvia Fernandez, Brian Foley, Eric Garcia, Michael Hoggan, Michael Neubauer, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused:

Staff Present: Diane Guido, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s): Provost Meera Komarraju

1. The Chair called the meeting to order at 1:03 p.m.
2. Approval of Minutes
MSP: The committee approved the December 6, 2023 minutes with changes.
3. Announcements
 - a. HHD Interim Associate Dean – The search process was approved by Senate Exec while PP&R was on break and an Interim AD has been hired.
 - b. Accessibility – Participating in inclusive practice to ensure no visual barriers.
 - c. Emeritus Application – The deadline for nominations was January 26, 2024.
 - d. GRIF Policy Review – Hanover, an external party, will do a preliminary review of the GRIF program. Information will be made available to PP&R for review of the policy.
4. Exceptional Service to Student Awards – PP&R reviewed the timeline and appointed a subcommittee as follows:
 - a. Proposed Timeline
 - i. February 16, 2024, to Faculty Affairs (Firm)
 - ii. To PP&R subcommittee February 23, 2024
 - iii. PP&R subcommittee recommendation due March 8, 2024
 - iv. March 15, 2024, Faculty Affairs letters to applicants (Firm)
 - b. Subcommittee nominations – Franck, Paulo, Henrik
5. Search and Screen Manual for Academic Administrative Positions 2023-2024 – The committee

previously approved editorial changes which will soon be posted. Other changes may be considered later for next year's manual.

6. Update on Section 600 Searches

a. AVP, Research and Sponsored Programs – no update (Silvia F., Brian)

b. Vice Provost – no update (Eric, Michael H.)

c. AVP, Equity and Compliance Search

Suggestions that were discussed in the December 6, 2023, PP&R meeting were shared with the President, who accepted the suggestions and therefore submitted an updated position description and MVA.

MSP: The committee approved the MVA for the AVP, Equity and Compliance Search.

PP&R selected Henrik and Pat as search reps.

d. AVP, Faculty Programs and Initiatives – update and PP&R reps

The search process was approved by Senate Exec while PP&R was on break. PP&R selected Dino and Iswari as search reps.

7. Update on Adoption of Policy Recommendations

a. Preamble to Section 600 and Section 700 – To Senate exec 2/1/2024 (2nd reading)

b. Equity Language in Section 621-622 – To Senate exec 2/1/2024 (2nd reading)

c. 603.9.2 Performance Standards and Monitoring – To Senate exec 2/1/2024 (proposed changes – 2nd reading)

The committee discussed a clarification proposed by Senate Exec at their first reading.

MSP: The committee approved the proposed changes and moved forward to Senate Exec for the 2nd reading.

d. 612.4.1 College Level Personnel Committee – Passed Senate 12/7/23

e. 672.4 Sabbatical Leave Report – Passed Senate 12/7/23

f. 660.3 RTP Bases for Appeal – To Senate exec 2/1/2024 (1st reading)

8. Section 600/700 Decisions, Approvals, and Inquiries

a. 613: Responsible Authority for Collecting Comments – (Silvia F., Dino, Jeff, Brian) - no update

b. 612.4.1 and 612.5.1 – Guidelines for PP&R/CPC/DPC Elections – (Pat, Dino, Iswari) - no update

c. 660.3 – RTP Appeals – The committee members reviewed the appeal form. This form will be addressed for the following year, after proposed changes to the policy have been implemented.

9. Personnel Procedures

A. Department and College Personnel Procedure – Received and Reviewed by PP&R; pending department response

a. Manufacturing Systems Engineering and Management (TT) (PTR)

b. Philosophy (TT) (LEC)

c. Central American and Transborder Studies (TT) (LEC)

B. Department and College Personnel Procedure – Received

a. Science and Mathematics (COLLEGE/TT) – PP&R reviewed the submitted changes and

- made suggestions to send to the department for their further review.
- b. Arts, Media & Communication (COLLEGE/TT) – The committee discussed and reviewed the proposed procedures.
MSP: The committee approved the College procedures.
- c. Health & Human Development (COLLEGE/ TT) off-cycle – The committee discussed and reviewed the proposed procedures.
MSP: The committee approved the College procedures.
- d. Physical Therapy (TT) off-cycle – PP&R reviewed the submitted changes and made suggestions to send to the department for their further review.
- e. Health Sciences (TT) off-cycle -- PP&R reviewed the submitted changes and made suggestions to send to the department for their further review.
- f. Communication Disorders & Science (TT) off-cycle - PP&R reviewed the submitted changes and made suggestions to send to the department for their further review.
- g. University Counseling Services (TT)
MSP: The committee approved the TT procedures.
- h. University Counseling Services (LEC) -- PP&R reviewed the submitted changes and made suggestions to send to the department for their further review.
- i. Psychology (TT) – no update
- j. Urban Studies (TT) – no update
- k. Chicana/o Studies (LEC) – no update
- l. Modern & Classical Language & Linguistics (TT) (LEC) – no update
- C. Department and College Personnel Procedure – Not Received: Subcommittees should reach out to these departments
 - a. University Library (COLLEGE/TT) off-cycle
 - b. Criminology & Justice Studies (TT)
 - c. English (TT)
 - d. Sociology (LEC)
 - e. Geography and Environmental Studies (PTR)
 - f. Deaf Studies (TT)
 - g. Special Education (TT)
 - h. Electrical & Computer Engineering (TT)
 - i. Management (TT) (LEC) (PTR)
 - j. Systems & Operations Management (TT)
 - k. Nursing (TT)

10. 2nd Year RTP Candidates

Executive session: The Provost met with PP&R to discuss RTP.

11. Other/New Business

- a. RTP Review Form – Update from Council of Chairs -- Not discussed, due to adjournment
- b. Proposed PP&R Public Relations/Awareness Committee – Not discussed, due to adjournment
- c. RTP Emergency Issues – Requesting exceptions and extensions
 - i. Case #1

MSP: The committee approved an extension to the timeline for a department chair to provide RTP recommendation letters to candidates,

contingent on the Dean and CPC finding it agreeable.

ii. Case #2

MSP: The committee denied a request for a rebuttal to be added to the RTP file after the allotted ten-day period.

12. Adjournment – The meeting was adjourned at 4:59 p.m. The committee's next meeting is scheduled for 1:00 p.m. on February 14, 2024, via Zoom.