

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 12, 2025 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, Sakile Camara, Eric Garcia, Bingbing Li, Sylvia Macauley, Paulo Marchetti Miriam Neirick, Iswari Pandey, John Reveles, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused:

Members Unexcused: Gang Lu

Staff Present: Christina von Mayrhauser, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s):

1. The Chair called the meeting to order at 1:03 p.m.
2. Approval of Minutes
MSP: The committee approved January 29, 2025 minutes
3. Announcements
 - a. Resource HUB for Immigration – The AVP for Faculty Affairs announced that the immigration information and services resources hub is now live and is dedicated to maintaining a safe and inclusive environment for all, adhering to policies that protect the rights and privacy of its community members.
4. Update on Section 600 Searches
 - a. Dean of Library—The search committee discussed interview questions but has not approved anything at this stage because all the committee members were not present at their last meeting.
PP&R members discussed the concern that even though it is required to have a student representative on these administrative search committees, students are not always able to complete the job. The Faculty President will share this concern with Associated Students Government for them to address it.
 - b. VP, Equity and Inclusion—February 12, 2025, was the deadline for “best consideration” for applications. The committee continues to wait for more applications to come in.
PP&R members expressed concern about the two different application submission processes: one to the external search firm and another to the CSU application portal.

- c. Associate Dean, Tseng College of Extended Learning—The search committee will meet tomorrow, February 13, to review the scored applications. A critical issue to address is the student representative who was selected but later withdrew from the search committee. PP&R members discussed that it's essential to clarify whether a student member is required on the search committee. This discussion should involve the student body, as student participation ensures an equitable search process. The Faculty President will address the issue with the Associated Students (AS). This discussion will highlight the current problems and stress the importance of including students in the process. Additionally, there will be efforts to establish a functional structure that supports student involvement.
- d. AVP, Enrollment Services—Since the charge meeting, it has been established that the process will not proceed fully until all applications are received. Therefore, subsequent activities will not take place until April.

5. Update on Adoption of Policy Recommendations

- a. 612.5.2.2.a.i Procedures for Evaluating Teaching Effectiveness – Faculty Senate 2/13/25 (2nd reading)
- b. 622.6.1 Procedures for Appointing Departmental Associate Chairs - Faculty Senate 2/13/25 (2nd reading)
- c. 672.2.4 Sabbatical Procedure – Faculty Senate 2/13/25 (2nd reading)
- d. 702.6 Professional Responsibilities for Lecturers – Faculty Senate 2/13/25 (2nd reading)
- e. 612.1 Responsibilities of Faculty Committees – Faculty Senate 2/13/25 (1st reading)
- f. 606.1.2.d Personnel Action File – Faculty Senate 2/13/25 (1st reading)
- g. 612.5 Department Level: Composition and Eligibility – Faculty Senate 2/13/25 (1st reading)

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

- a. 613: Responsible Authority for Collecting Comments—
- b. 612.5.2.c.4 Student Consultations—
Members reviewed and discussed the revised document (6a) 613 Written Comments About Faculty and the revised chart (6b) Process for Gathering Faculty and Student Comments for Faculty Evaluations. The revisions were made to document (6a) and chart (6b) to ensure they accurately represent the process. The narrative in the document (6a) should detail the steps of the flowchart (6b), providing a clear understanding of the procedure for gathering comments. Both revisions should ensure coherence and completeness. The AVP for Faculty Affairs will consult with CFA on the revised document, and PP&R will wait for that feedback.
- c. 652 GRIF Policy Assessment—The subcommittee met last week to discuss key points based on their meeting with the AVP for Research and Sponsored Programs. As a result, they have created a draft. The subcommittee will meet again this Wednesday to discuss the draft further, hoping to finalize the policy within the next two meetings. Additionally, they have decided to include the application process in the revised policy and procedures.

7. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions— An ongoing effort to finalize a meeting date is in progress; however, there have been no new developments or progress to report at this time.

8. Personnel Procedures

a. Subcommittee Liaison updates

i. Team 1: Pat & Sakile

- Jewish Studies (TT)
The subcommittee received and reviewed the procedures/cover sheet and provided feedback to the department. Members have reviewed the feedback. A follow-up on these points will occur at the next meeting to ensure all concerns are addressed and any necessary revisions are made.
- Liberal Studies (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- Philosophy (LEC)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- Chicana/o Studies (TT) off-cycle
The department initially requested an off-cycle review during the 2024-25 Roadshow on October 4, 2025. Currently, it is pending, and no updates or responses have been received. A courtesy department follow-up was made by Faculty Affairs on February 11, 2025. Additional follow-up actions will be discussed at the next meeting.
- Chicana/o Studies (LEC) off-cycle
Requested an off-cycle review during the 2024-25 Roadshow on October 4, 2025. Currently, it is pending, and no updates or responses have been received. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Additional follow-up actions will be discussed at the next meeting.

ii. Team 2: Jeff, Franck, Bingbing

- Criminology and Justice Studies (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- History (TT)
The subcommittee has received the procedures and will proceed with the review. The cover sheet submitted was incorrect and incomplete.
- History (LEC)
The subcommittee has received the procedures and will proceed with the review. The cover sheet submitted was incorrect and incomplete.
- History (PTR)
The subcommittee has not received procedures. The cover sheet submitted was incorrect and incomplete.

- Geography and Environmental Studies (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- College of Social and Behavioral Sciences (COLLEGE/TT) off-cycle
The subcommittee announced that there will not be an off-cycle review, and this item will be removed from the list.

iii. Team 3: Sylvia, Miriam

- Journalism (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- Journalism (LEC)
The subcommittee has received the procedures and will proceed with the review. The cover sheet submitted was incorrect and incomplete.
- Theatre (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- Educational Leadership & Policy Studies (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- Educational Psychology & Counseling (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.

iv. Team 4: Dino, Paulo, John

- Finance, Financial Planning, and Insurance (TT)
The subcommittee has not received the procedures or cover sheet. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Faculty Affairs will make additional follow-up to the Dean's office.
- Finance, Financial Planning, and Insurance (LEC)
The subcommittee has not received the procedures or cover sheet. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Faculty Affairs will make additional follow-up to the Dean's office.
- Finance, Financial Planning, and Insurance (PTR)
The subcommittee has not received the procedures or cover sheet. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Faculty Affairs will make additional follow-up to the Dean's office.
- Business Law (TT) off-cycle
The subcommittee has received the procedures/cover sheet and will proceed with the review.

- Collection Access and Management (PTR)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
 - Research, Instruction, and Outreach Services (PTR)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
- v. Team 5: Eric, Iswari, Gang
- Kinesiology (TT)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
 - Kinesiology (LEC)
The subcommittee has not received the procedures or cover sheet. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Additional follow-up actions will be discussed at the next meeting.
 - Kinesiology (PTR)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
 - Recreation and Tourism Management (PTR)
The subcommittee has received the procedures/cover sheet and will proceed with the review.
 - Electrical and Computer Engineering (TT)
The subcommittee has not received the procedures or cover sheet. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. Additional follow-up actions will be discussed at the next meeting.
 - College of Engineering and Computer Science (COLLEGE) off-cycle
Requested an off-cycle review during the 2024-25 Roadshow on October 4, 2025. Currently, it is pending, and no updates or responses have been received. A courtesy department follow-up by Faculty Affairs was made on February 11, 2025. The faculty of CECS did not approve the proposed College Personnel Procedures. Hence, we will not be submitting any procedures for review this year. This item will be removed.
 - Health Sciences (TT) off-cycle
The subcommittee has received off-cycle procedures/cover sheet and will proceed with the review.
 - College of Health and Human Development (COLLEGE/TT) off-cycle
The subcommittee has received off-cycle procedures/cover sheet and will proceed with the review.

The Subcommittee reported that one of their members has requested to step down. Members expressed concern about whether the college is taking action to find a suitable replacement to ensure continued representation on PP&R for that college.

The PP&R Chair explained the next steps in the review process stating that members will now review the personnel procedures in BOX and then provide any additional feedback to the departments and colleges. Subcommittees will determine whether the feedback has been addressed and then bring back procedures that are ready to be voted on by the entire PP&R body.

9. PP&R Public Relations/Awareness Committee—Members reviewed the clean version of the proposed document. Live edits were made, and members were advised to review and make additional track change edits. The revised procedures will be revisited for further review at next week's meeting.
10. Other/New Business
 - a. Time Place and Manner Policy—A meet and confer is scheduled for February 18, from 12:00 to 1:00 PM.
 - b. Request to Extend Department RTP Review Deadline—
 - i. Case #1: College of Education (COE)
All reviewing agencies that would be impacted can still meet the February 25 deadline. Members noted that this extension does not affect the Provost's review.
MSP: The PP&R members voted to grant the extension request.
 - c. 631.3: Procedures for Review and Recommendations—The PP&R Chair noted that this section of the Administrative Manual is silent on how to handle recusal of Department Chairs in RTP process. Based on current guidance from Faculty Affairs, when a Department Chair recuses themselves, the process automatically bypasses the Chair. The Interim AVP of Faculty Affairs addressed past practices and disclosed information in the minutes of October 26, 2022, about managing Chair recusals in the RTP process; citing that there is no provision for a designee in Section 600, and so that step is simply omitted.

However, members observed that because Section 600 is silent on this situation, there is the potential for inequities in a process where everyone should be treated the same. For e.g., some RTP candidates may end up with letters from only three reviewing agencies instead of four. This has been an oversight by PP&R that needs to be rectified.

Executive Session—Members briefly went into Executive Session to discuss details containing confidential information.

The PP&R Chair suggested creating a subcommittee to prepare a draft for the members to review in the next meeting. The subcommittee members include Sylvia, Jeff, Eric, and Miriam. It was suggested that the recusal of Department Chairs in the RTP process should be addressed during the next Chair's and Dean's Orientation, even if the policy change is not finalized.

11. Adjournment—The meeting adjourned at 3:29 p.m. The Committee's next meeting is scheduled for February 26, 2025, via Zoom.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. 632.3.2 Teaching Effectiveness – New PP&R Committee needed