

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 27, 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, Michael Hoggan, Michael Neubauer, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Eric Garcia

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

Staff Excused: None

Guest(s): Leticia Vargas, Faculty Affairs

1. The Chair called the meeting to order at 1:02 p.m.

2. Approval of Minutes

MSP: The committee approved the March 13, 2024 minutes.

3. Announcements

a. RTP Appeals

- i. PP&R members were advised that there are two appeals cases, one from CHHD and the second from CECS.
- ii. Subcommittees for appeals – PP&R established subcommittees for the two appeals.
 - Case #1 /HHD – Jeff as chair of the subcommittee, Pat and Sylvia
 - Case #2 /CECS – Dino as chair of the subcommittee, Paulo and Iswari
- iii. Interfolio access and instructions – Leticia Vargas, the Faculty Affairs campus lead for Interfolio software, joined the meeting to explain the appeals process. She also noted that all PP&R members will need to review the PIF (in Interfolio) and the ePAF in BOX and that all members are required to sign the ePAF Certification form in Interfolio to document access to the faculty member's PAF. Subcommittee members were asked to email Leticia with their availability for appeals meetings, which will be scheduled as soon as possible.
- iv. Timeline & committee availability – PP&R members were advised of the following timeline:
 - Interview appellants and reviewers
 - Subcommittee deliberation
 - April 24 - PP&R meeting and deliberation
 - April 30 - Recommendation due to appellants

- b. Exceptional Service to Student Awards (Appeal): Committee members discussed a possible appeal. Members recommended that the PP&R chair advise the person of their right to appeal. PP&R members discussed the appeals process and prefers to wait to establish a subcommittee until/unless actually needed.

MSP: The committee voted to hold off on establishing an appeals committee unless one is needed.

4. Update on Section 600 Searches

- a. AVP, Research and Sponsored Programs – The search committee is reviewing applications and will meet on March 29th.
- b. Vice Provost – The search committee has reviewed a good number of applications. Phone interviews are scheduled for next week for those who were identified as finalists.
- c. AVP, Equity and Compliance Search – The search committee met last week, and the process is expected to last into the new academic year. Advertising has commenced.
- d. AVP, Faculty Programs and Initiatives—The search committee is currently accepting applications until April 8th, and a committee meeting is scheduled for April 12th.
- e. Dean of Library –Paulo was identified as the PP&R representative on the search and screen committee for this search.

5. Update on Adoption of Policy Recommendations

- a. 603.9.2 Performance Standards and Monitoring – passed Senate
- b. 660.3 RTP Bases for Appeal – to Senate Exec 4/4/24
- c. 612.1– Guidelines for PP&R/CPC/DPC Elections – to Senate Exec 4/4/24

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

- a. 613: Responsible Authority for Collecting Comments – no update
- b. 632.3.2 Teaching Effectiveness – The subcommittee is still working on the policy. The document is accessible in Box for PP&R members to review the progress.

7. Personnel Procedures

A. Department and College Personnel Procedure – Initial review completed pending department response:

- a) Manufacturing Systems Engineering and Management (TT) (PTR)
 - No response from the department. The committee will send a reminder.
- b) Philosophy (TT) (LEC)
 - No response from the department. The committee will send another reminder.
- c) Central American and Transborder Studies (TT) (LEC)
 - The committee will review the revised policies that were received today.
- d) Science and Mathematics (COLLEGE/TT)
 - No response from the department. The committee will send another reminder.
- e) Physical Therapy (TT) off-cycle
 - No response from the department. The committee will send another reminder.

- f) Communication Disorders & Science (TT) off-cycle
 - No response from the department. The committee will send another reminder.
- g) Psychology (TT) (LEC)
 - No response from the department. The committee will send another reminder.
- h) Modern & Classical Languages & Literatures (LEC)
 - The committee has received and reviewed the response from the department. It will be discussed at the next PP&R meeting.
- i) Special Education (TT)
 - No response from the department. The committee will send another reminder.
- j) Criminology & Justice Studies (PTR) off-cycle
 - No response from the department. The committee will send another reminder.
- k) Criminology & Justice Studies (TT)
 - No response from the department. The committee will send another reminder.
- l) Chicana/o Studies (LEC) (TT)
 - The committee is waiting for the CPC's approval.
- m) Modern & Classical Languages & Literatures (TT)
 - The committee had received and reviewed the response from the department. It will be discussed at the next PP&R meeting.
- n) English (TT)
 - No response from the department. The committee will send another reminder.
- o) Electrical & Computer Engineering (TT)
 - No response from the department. The committee will send another reminder.
- p) Management (TT)
 - No response from the department. The committee will send another reminder.
- q) Management (LEC)
 - No response from the department. The committee will send another reminder.

B. Department and College Personnel Procedure – Received

C. Department and College Personnel Procedure – Not Received

- a) Management (PTR) - Henrik, Dino, Brian
 - The committee will send the department another reminder to submit their procedures.
- b) Systems & Operations Management (TT)
 - The procedures were submitted and the committee reviewed the procedures.
MSP: The committee approved the procedures.

c) Nursing (TT)

- The committee will send the department another reminder to submit their procedures.

8. PP&R Calendars—Faculty Affairs will prepare a draft of the following calendars for the committee to review soon:

- 2024-25 AY Calendar of Personnel Procedures
- 2024-25 AY Calendar Range Elevation
- 2024-25 AY Personnel Planning and Review Committee Visual Calendar

9. PP&R Public Relations/Awareness Committee – no update

10. Other/New Business

11. Adjournment – The meeting was adjourned at 2:38 p.m. The committee's next meeting is scheduled for 1:00 p.m. on April 3, 2024, via Zoom.