

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 12, 2023 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, Tamarah Ashton, Lindsay Brown, Cristina Cadavid, Fermin Herrera, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Excused: Michael Hoggan

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

Staff Excused: None

Guest(s): None

1. The Chair called the meeting to order at 1:03 pm.

2. Approval of Minutes

MSP: The committee approved the minutes from April 5, 2023.

3. Announcements

- a. Emeritus Applications – Faculty Affairs continues to review applications for completeness and eligibility. A vote is anticipated at the next PP&R meeting.
- b. RTP Appeals – No update.
- c. ESSA Appeal – The appeal committee reviewed the one appeal that was received. The original denial was upheld, and the appellant was notified.

4. Update on Section 600 Searches

- a. Dean HHD – The Search and Screen Committee met with the Provost last week. An announcement about the results of the search is anticipated soon.
- b. Associate Dean COH – The report is being finalized and will be shared with PP&R members soon.
- c. Director of Career Center – The application will be open from April 1 to May 12. Zoom meetings with top candidates are anticipated on May 29, and finalist interviews are planned for the first week of June.
- d. AVP of Undergraduate Studies – The application deadline was yesterday, and applications will be shared with the committee today. The evaluation instruments are pending approval by Equity and Compliance. Currently, there is a very tight timeline.

5. Update on Adoption of Policy Recommendations

- a. 706.1 Lecturer input on evaluation procedures – to Senate for second reading 4/20/23
- b. Section 600 preamble – Was sent back from Senate with suggestions for change. The

- subcommittee is willing to make additional revisions and bring back to PP&R for consideration.
- c. DEI Language in Section 600 – to Senate first reading 4/20/23
 - d. 606.1.1.b Adding material to PIF – The feedback from Senate Exec was mixed. The subcommittee will make additional revisions to help address the noted concerns.
6. Updates on Section 600 Decisions, Approvals, Inquiries
- a. 702.6 Professional Responsibilities for Lecturers – PP&R reviewed the clean, revised version of the policy. The PP&R chair will send the policy to some lecturers for another review.
 - b. 633 Conflicting Recommendations – No update
 - c. RTP Appeals – basis for appeal, guidance to appellants – No update
7. Department and College Personnel Procedures
- a. Africana Studies (TT) – Cover sheet is pending; committee members reviewed the clean version of the proposed changes. **MSP: The committee approved the procedures with minor editorial changes.**
 - b. Political Science (TT) – Cover sheet received; revised clean version of procedures is pending with the department.
 - c. Civil Engineering (TT) – No update, nothing received.
 - d. Chemistry & Biochemistry (LEC) – New procedures anticipated; not yet received.
8. Other/New Business
- a. Sabbatical Application Procedures and Pre-sabbatical Checklist for RTP candidates – The committee hopes to address both of these issues in the near future. Subcommittee membership is pending.
 - b. 2023-24 Tenure-track Faculty Hiring Process (EEO Toolkit), Search and Screen Manual for Academic-Administrators, and 708.1 Equal Employment Opportunity Policy – All three documents will need to be updated for the 2023-24 academic year. There was a recent survey with feedback on the new EEO hiring process; results are being reviewed by the Vice Provost. PP&R will await further direction. Regarding the Search and Screen Manual for Academic Administrators, Lindsay and Diane will make initial suggestions for the committee’s review. The chair of a current academic-administrative search will also provide some suggestions for improvement. Regarding Section 700, it was noted that the verbiage still includes “Equity and Diversity Representatives” because Faculty Equity and Compliance Representatives have not yet been trained to provide guidance for the lecturer hiring process. Further discussion is needed.
 - c. CBA 12.22c Lecturer Hire into Tenure-Track – PP&R members reviewed a draft procedure to supplement the new CBA provision to permit direct hire of lecturer faculty into a tenure line under certain conditions. It was recommended that this document should go to Deans, Department Chairs, Senate Exec, and the Council of Chairs as well as CFA. Diane will send the document out to encourage review and discussion.
 - d. Increasing SEF Response Rates – The task force on Instructional Effectiveness is continuing to meet and is discussing piloting a new student evaluation form, possibly in the Fall. The unusual rating scales on many student evaluation forms were discussed; department chairs of pertinent departments have been notified by Lindsay and Diane that those rating scales will be changed in the coming weeks. Regarding low student evaluation response rates, all were in agreement that this presents a challenge during the RTP process and improving response rates is desirable. Faculty Affairs, PP&R, and perhaps Institutional Research may collaborate on sending out a notification to encourage practices that are likely to increase SEF responses.

9. Adjournment: The meeting adjourned at 3:25 pm. The committee's next meeting is scheduled for 1:00 pm on April 26, 2023, via Zoom.

Future PP&R Items:

- a. 652 GRIF Policy Assessment
- b. Guidelines for PP&R/CPC/DPC Elections
- c. Transgender Language (Collaboration with EEC)
- d. RTP Review Form