

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING August 30, 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: Silvia Fernandez, Eric Garcia, Pat Alford-Keating, Michael Hoggan,  
Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer,  
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, William Watkins, Julie Pearce

1. The Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes  
**MSP:** The committee approved the minutes from May 17, 2023.
3. Announcements
  - a. Schedule of PP&R Meetings - Members were advised of upcoming meetings.
  - b. RTP “Road Shows” and Meeting with RTP Candidates - Members were advised that dates are pending.
  - c. 2023-2024 Academic Calendar Personnel Procedures, Range Elevation Calendar and Section 600/700, Visual Calendar - These documents are now all available on the Faculty Affairs website. Members were asked to share the visual calendar with their departments and colleagues.
  - d. Copies of Section 600/700 - Digital copies are on the Faculty Affairs website, and hard copies will be ordered for PP&R members.
  - e. Senate Liaison - At the upcoming Faculty Senate meeting, a senate liaison will be elected.
  - f. Committee Workload Spreadsheet - The chair will create a spreadsheet that will help to ensure an even workload distribution for PP&R members.
  - g. PP&R Standard Operating Procedures - A copy of this document was sent to PP&R members ahead of the meeting; it details the key functions of the committee.
  - h. Personnel Service Eligibility Chart - This chart is posted on the PP&R webpage and it deciphers who is eligible to serve on which personnel committees. Members are encouraged to share it broadly with colleagues.

4. PP&R Annual Report 2022-2023  
**MSP:** The committee approved the 2022-23 PP&R Annual Report.
5. Search and Screen Manual for Academic Administrative Positions 2023-2024 - Members viewed the manual and discussed creating a subcommittee to review and update the manual.  
**MSP:** PP&R members approved the subcommittee members Jeff, Paulo, Henrik, and Eric.
6. Update on Section 600 Searches
  - a. AVP of Undergraduate Studies - The search report was approved by Senate Exec on behalf of PP&R during the summer months.
  - b. Interim Associate Dean DNCBE - The posting of the position and the search report were approved by Senate Exec on behalf of PP&R during the summer months.
  - c. Interim Vice Provost – In Executive Session, Provost Meera Komarraju reviewed the search report for the Interim Vice Provost position.  
**MSP:** PP&R members approved the Interim Vice Provost search report.
  - d. Director of Career Center – In Executive Session, William Watkins and Julie Pearce reviewed the search report for the Director of the Career Center.  
**MSP:** PP&R members approved the Director of Career Center search report.
7. Retention, Tenure, and Promotion - Provost Meera Komarraju provided an update on last year's RTP review season in executive session.
8. Update on Adoption of Policy Recommendations
  - a. Equity Language in Section 621-622 – to Senate second reading on September 14, 2023
  - b. Section 600/700 Preamble – to Senate second reading on September 14, 2023
9. Updates on Section 600 Decisions, Approvals, Inquiries
  - a. Library SEF Inquiry - The library is seeking guidance from PP&R on questions regarding Student Evaluation of Faculty (SEF) for a new course, creating procedures for developing the instrument, consultation/approval process, voting, DPC/CPC approval of SEF, PP&R approval in the process, and recording of SEFs in PIFs and PAFs. The committee provided their recommendations and feedback.
  - b. 633 Conflicting Recommendations - The subcommittee, consisting of Jeff, Michael H., and Eric, will meet and discuss this matter.
  - c. 672.4 Sabbatical Leave Report - A draft will be submitted for the next meeting for members to review with suggestive wording for the Provost to receive a copy of the report.
  - d. Summer SEF and Peer Observations - A draft will be submitted for the next meeting for members to review based on the feedback provided.
  - e. 706.3.1.c Peer Observation Rebuttal Timeline - A draft will be submitted for the next meeting for members to review based on the feedback provided.
10. Other/New Business
  - a. Transgender Language (Collaboration with EEC) – The sub-committee, consisting of Pat and Sylvia, will continue collaborating with EEC as needed.

- b. 2023-24 Faculty Hiring Process - Members express the process for hiring candidates is tedious, and faculty's involvement becomes administratively intense. Modifications to the EEO toolkit are needed.

**MSP:** PP&R members approved to table for future PP&R item.

- c. MOU between CSU and CFA – Lecturer Personnel Procedure / Professional Development – The committee discussed the need to ensure that personnel procedures are in alignment with the expectation that professional development be excluded from “careful consideration” for range elevation. Members discussed that there may be conflict for some departments due to their accreditation being aligned with professional development. Faculty Affairs will send an email to Department Chairs asking them to review their personnel procedures in light of the new MOU and to request an earlier review of their procedures, if appropriate.

11. Adjournment: The meeting adjourned at 4:13 pm. The committee's next meeting is scheduled for 1:00 pm on September 13, 2023, via Zoom.