

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 13, 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):

1. The Chair called the meeting to order at 1:03 p.m.
2. Approval of Minutes
MSP: The committee approved the minutes from August 30, 2023.
3. Announcements
 - a. Senate Liaison – Will Garrow has been appointed as the Senate Liaison to PP&R. The Chair will invite him to the next PP&R meeting.
 - b. RTP Road Show Schedule – The schedule was shared with the members. The RTP Roadshow traveling team will include Provost Meera Komarraju, AVP of Faculty Affairs Diane Guido, and PP&R Chair Sylvia Macauley. The meetings will be via Zoom and will not be recorded. There will also be an opportunity for questions at each meeting.
4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – Members reviewed and suggested revisions for the manual. The subcommittee wants to meet with Equity and Compliance to discuss equity questions.
MSP: The committee tabled this agenda item until the next meeting.
5. Update on Section 600 Searches - none
6. Update on Adoption of Policy Recommendations
 - a. Equity Language in Section 621-622 – to Senate for a second reading 9/14/2023
 - b. Section 600/700 Preamble – to Senate for a second reading 9/14/2023

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

- a. 633 Conflicting Recommendations – Members reviewed the recommended revisions. Various topics of discussion included whether a job posting should be included in the Personnel Action File, whether MOUs are prevalent at CSUN. The subcommittee will continue its review.
- b. 672.4 Sabbatical Leave Report – Members reviewed and discussed the recommended revised policy in light of language on this topic in the Collective Bargaining Agreement. **MSP:** The committee approved additional verbiage that clarifies that the sabbatical leave report should be made available to the Provost and to the Professional Leave Committee.
- c. Summer SEF and Peer Observations – Whether student evaluations and peer observations should be conducted in state-side summer courses, how they would be staffed if faculty reviewers are not on contract, and how they are determined (relative to entitlements) would be used is a discussion larger than PP&R. Members suggested including CFA in the conversation and likely also the Council of Chairs. AVP Guido will raise the issue with CFA in a standing meeting. **MSP:** The committee approved tabling this item indefinitely.
- d. 706.3.1.c Peer Observation Rebuttal Timeline – Article 15.5 of the CBA explains that there can be a 10-day timeline for rebuttal, so section 700 is fine as written.
- e. 612.2.5 Eligibility for Faculty Personnel Committee – In response to several inquiries on this topic, members reviewed and discussed the policy and considered whether revisions are appropriate. No immediate action is necessary as a change would not impact the current election cycle for DPC and CPC composition. The committee agreed to consider changes at a future time.

8. Personnel Procedures

- a. Assigning New Subcommittees – The Chair proposed teams to review the pending personnel procedures for 2023-24. The committee discussed and agreed upon the teams.
- b. Guidelines for Review of Department and College Personnel Procedures – The guidelines were shared with members. They are also available on the PP&R website.
- c. Geography and Environmental Studies - Tenure-Track (TT) - 2022-2023 – These procedures were submitted in a timely manner, but unintentionally overlooked by last year's PP&R committee and Faculty Affairs. The committee agreed to review the procedures right away and selected Dino, Paulo, and Silvia F. as the subcommittee.
- d. Social Work - Post-Tenure Review (PTR) - 2022-2023 – These procedures, referring to section 600 for post-tenure review, were submitted in a timely manner last year, but were unintentionally overlooked by last year's PP&R committee and Faculty Affairs. **MSP:** The committee approved the procedures (e.g., the coversheet) retroactively.
- e. University Counseling Services - Tenure-Track (TT) - 2022-2023 – These procedures for tenure-track faculty were not submitted last year; the need to review these procedures was unintentionally overlooked by Faculty Affairs. **MSP:** The committee approved extending the effective date of the existing procedures for one year, allowing time for the review and approval of revised

personnel procedures during the 2023-24 academic year.

9. Other/New Business – None

10. Adjournment: The meeting adjourned at 5:02 pm. The committee's next meeting is scheduled for 1:00 pm on September 27, 2023, via Zoom.