

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 27, 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, Silvia Fernandez, Eric Garcia, Michael Hoggan, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Diane Gehart

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

Staff Excused:

Guest(s): Will Garrow

1. The Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes  
**MSP:** The committee approved the minutes from September 13, 2023.
3. Announcements –
  - a. The new PP&R member from the College of Education is Diane Gehart from the Department of Educational Psychology and Counseling. The College of Humanities is still wrapping up its PP&R elections.
  - b. There have been an abundance of inquiries regarding DPC and CPC composition. Those are being fielded by Faculty Affairs and the PP&R Chair, as needed; issues needing additional clarification will be brought to the full committee.
4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – pending
5. Update on Section 600 Searches – none
6. Update on Adoption of Policy Recommendations
  - a. Equity Language in Section 621-622 – Senate second reading 9/14/2023 update – Senators focused on a different section of the current policy 621.4.1a. as opposed to the proposed policy 621.4.1b., 621.5.1, 621.8.3, 622.3.4, 622.4.2, 622.5.1c. and requested clarification specifically on that point. The committee discussed it and, given the importance of the topic and the proposed improvement in the policy language, they would like to try again to have the revisions approved.  
**MSP:** The committee moved to approve sending it back to the Senate with the addition of the requested language.

- b. Section 600/700 Preamble – Senate second reading 9/14/2023 update – Senators requested definitions for each of the principles. The original request was for an aspirational preamble based on the DEIJA principles that President Beck has affirmed. A subcommittee consisting of Pat, Sylvia M., and Henrik was suggested to work on proposing definitions for the principles of justice, equity, diversity, inclusion, and accessibility.  
**MSP:** The committee voted to establish the subcommittee to work on suggested definitions of the principles.
- c. 672.4 Sabbatical Leave Report – To Senate exec for first reading 9/28/2023

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

- a. 612.2.5 Eligibility for Faculty Personnel Committee and Chart Update – PP&R voted by email last week to approve department chairs serving on DPCs for departments other than their own. The chart will need to be edited to reflect this change and other changes may also need to be considered. A PP&R subcommittee will review and suggest changes. Subcommittee members include Michael N., Sylvia M., and Silvia F.
- b. New Policy for Online Instruction – There was an inquiry from a department that would like guidance from PP&R to draft a policy regarding online instruction. The department was informed that PP&R usually leaves the initial drafting to the departments before submission to PP&R for review and approval. However, PP&R also shared with the department its “Best Practices for Peer Reviews of Teaching” which contains valuable information to consider when developing policies for face-to-face, hybrid, and online teaching.
- c. 612.4.1 Order of Election DPC/CPC and Deadlines – Several inquiries have been received regarding the process for electing personnel committees at the department and college level. In particular, it was pointed out that Section 600 currently does not reconcile with the calendar at the end of the manual. Whereas 612.4.1 states that the CPC must be elected before the end of the sixth week of the term, the calendar requires it before the end of the third week. The committee noted that waiting until the sixth week for elections is too late and they suggested the fourth week would be preferable, since that also coincides with census.  
**MSP:** The committee voted to recommend a change to the policy language in 612.4.1 so that CPC elections must be completed by the fourth week of the term.

Also on this topic, a specific department requested clarification on whether tenured faculty who are NOT eligible for promotion, but ARE eligible for sabbatical, though NOT applying for sabbatical this year, can be on the Professional Leave Committee. The committee discussed this issue and determined an affirmative response is in keeping with the language and intent of Section 600.

**MSP:** The committee interprets the rules to state that those who are eligible to serve on personnel committees may, in fact, serve on the PLC if they are not themselves applying for a sabbatical or difference-in-pay leave.

This same Department requested an extension until October 9<sup>th</sup> for PLC selection, and a subsequent extension of the sabbatical recommendation deadline to October 20.

**MSP:** The committee approved the extension of the deadline, if needed.

A specific college requested an emergency change in the college personnel procedures to waive their requirement (per their personnel procedures) of “one faculty per department”.

After discussion, the committee felt that the particular request was not compelling.

**MSP:** The committee denied this request for an emergency change to their procedures.

Given that denial, PP&R noted that there is a need for departments to be able to nominate additional eligible faculty to the CPC and yet we are past the deadline for DPC elections. They therefore made a further motion.

**MSP:** The committee recommends that departments in that college be allowed to and should reduce their DPCs to three or more members in order to allow a sufficient number of faculty to serve on the CPC, if needed.

- d. Sabbatical Changes after the Application Deadline – Faculty Affairs reported that some departments are able to allow sabbatical applications to be edited/changed after the application deadline based upon the Interfolio software capabilities. No concerns or questions were noted.
- e. 613: Responsible Authority for Collecting Comments – PP&R discussed some specific points on the topic of how comments can best be gathered from students and faculty for use in the RTP process. Members commented that the DPC Chair should collect the comments from both students and faculty, and not just from students as Section 600 prescribes and that the flowchart used as a resource could be updated with this clarification. Further, there was discussion on whether it should be solely the DPC chair who reviews any comments submitted. The committee discussed this and believes a collaboration of the DPC and the Chair is preferred.  
**MSP:** The committee approves that the DPC invites and collects comments and that both the Department Chair and DPC together review and evaluate the comments to determine whether they are “substantive and pertinent.”
- f. 603.9.2; 604: Professional Responsibility and Predatory Journal Publishing – Responsible publishing needs to be clarified, as people are still confused as to what should be accepted and not accepted as a publication for RTP purposes. Members suggest that the decision should come from the department in determining what constitutes a predatory journal; this should not be defined centrally by PP&R. The committee discussed whether it would be helpful to add a line to Section 600 to note that it is the faculty member’s responsibility to avoid predatory journals as defined by their department.  
**MSP:** Members tabled this item until the next meeting, pending review of the proposed additional language.
- g. 612.5.2(2): Peer Class Visits and Access to Canvas – PP&R received a question about whether access to Canvas is required for peer observations. It was clarified that Canvas access is required and is already noted in this part of Section 600.
- h. 633 Conflicting Recommendations  
**MSP:** Postpone until the next meeting.

8. Senate Liaison – Will Garrow introduced himself to the committee. Will informed the committee that his role is to support the committee and to advise Senate Exec of upcoming matters.

#### 9. Personnel Procedures

- a. Subcommittee liaisons were shifted due to the addition of three additional Personnel Procedures. Subcommittee leads were identified as follows:  
Team 1: Pat

Team 2: Michael H.

Team 3: Michael N.

Team 4: Dino

Team 5: Jeff

- b. Guidelines for Review of Department and College Personnel Procedures – The members were advised of the purpose of the guidelines and where to find the document.
- c. Geography and Environmental Studies - Tenure-Track (TT) 2022-2023 – The subcommittee reviewed the proposed procedures and the committee discussed additional changes.  
**MSP:** The committee approved the procedures pending the changes and with the understanding that the department is in agreement with those changes. The approval is retroactive to the beginning of Fall 2023.

10. Other/New Business

- a. Emergency email voting – The committee discussed when it is appropriate for PP&R to conduct an email vote of issues that arise between meetings. Members are not in favor of making it a regular occurrence, but only in rare cases.  
**MSP:** Emergency email voting should be allowed at the discretion of the PP&R Chair.

11. Adjournment: The meeting adjourned at 4:55 pm. The committee's next meeting is scheduled for 1:00 pm on October 11, 2023, via Zoom.