

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 11, 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, Iswari Pandey, 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 September 27, 2023.
3. Announcements
 - a. Update on filling vacant PP&R positions – Introduction of new member, Iswari Pandey, from the College of Humanities. There is still one pending member from the College of Education.
 - b. Hard copies of Administrative Manuals –New section 600/700 handbooks were distributed to members.
4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – Members reviewed the proposed changes and suggestions. The committee will continue to work on the manual.
5. Update on Section 600 Searches – Up to three section 600 searches are likely for next week’s agenda. There will be a need for one representative from PP&R for each of the searches.
6. Update on Adoption of Policy Recommendations
 - a. Equity Language in Section 621-622 – To Senate exec for third reading 10/26/223
 - b. 672.4 Sabbatical Leave Report – To Faculty Senate for first reading 11/9/2023
7. Section 600/700 Decisions, Approvals, and Inquiries
 - a. Request to Abandon College Procedures and Default to Section 600 – One college’s CPC requested to abandon the college procedure and default to Section 600. The college

is out of compliance by not having elected a CPC at this date. The delay may have unfortunate implications regarding the review of sabbatical applications and second year RTP files. The committee felt that the request was not reasonable because it would mean a partial reliance on the college personnel procedures and partial reliance on Section 600. The election of DPCs first in this college has created a significant conflict which prevents the functioning of the college due to their inability to now elect a CPC. The committee discussed this at length and brainstormed possible solutions, including having people outside the college serve temporarily. Further, in the future, the CPC needs to be constituted before the DPC.

MSP: Each Department shall put forward the names of all eligible Associate and Full Professors for the ballot. If a suitable solution can be found according to the college's personnel procedures, an election must follow. If a suitable solution cannot be found, faculty may nominate candidates from outside of the college to serve in the last remaining spot. Furthermore, PP&R directs the college to submit a change in their college personnel procedures this year so that the CPC will be elected first in future years.

- b. Eligibility for Faculty Personnel Committee Chart – Members reviewed the revised chart and recommended additional revisions. The chart will be updated and brought to PP&R for a final vote at the next meeting.
- c. 612.4.1 CPC Deadline – Members discussed the change in this section that was voted on at the last meeting. The wording was changed so that the deadline for electing the CPC would be no later than the fourth week (changed from the sixth week). Concerns have been brought up about this timeline, as it would mean that DPC elections would coincide with CPC elections next year. Furthermore, the calendars in the last several years have all required CPC elections to occur before the end of the third week. To bring the text into alignment with the calendar and to ensure adequate time to set up sabbatical applications and RTP cases in Interfolio, the dates currently in the Section 600 calendar (e.g., the third week) are preferred. That would allow the CPC election to precede the DPC election.
MSP: PP&R members approved establishing the deadline for CPC election no later than the third week.
- d. 613: Responsible Authority for Collecting Comments – As a follow-up to the discussion last week, the committee reviewed a draft of the flowchart and considered how the DPC and Chair could both review comments gathered by the DPC. For example, what happens if the DPC says the comments are not substantive and the chair believes they are? The committee determined that, if one of the two agencies believes the comments to be substantive, it should move forward because the Dean will ultimately decide. Members suggested additional revisions; an updated chart will be reviewed again at the next meeting.
- e. Sabbatical Changes after the Application Deadline – During the last meeting, it was shared with the committee that at least one department wants faculty who have applied for sabbaticals to be able to make changes in their application during that first period of departmental review. The Interfolio system allows the department to “unlock” the application so the faculty member can make changes and resubmit. Members agree this is reasonable and suggest including it as part of the instructions for next year to inform applicants and reviewers so that it can be consistent across the university.

Further on the topic of sabbatical applications, a department chair requested an altered

timeline for one faculty member including a late submission due to the chair's oversight. PP&R reviewed the proposed revised timeline and agreed it was feasible and allowable. **MSP:** PP&R approved a revised timeline for the late submission of a sabbatical application and for an altered review timeline.

- f. 603.9.2 Professional Responsibility of Faculty for Avoiding Predatory Journal Publishing – As a follow-up to the discussion at the last PP&R meeting, the committee reviewed the addition of a sentence to 603.9.2, emphasizing that it is the faculty member's responsibility to avoid publishing in predatory journals. This is part of the Performance Standards and Monitoring section of the Administrative Manual.

MSP: PP&R members approved the revisions to Section 603.9.2.

- g. Section 600/700 Preamble – No update, postponed to next meeting.

- h. RTP Calendar –A Department Chair requested an exception to the current year's RTP calendar, indicating that the three-week span for review in early December is insufficient and will force their faculty to work over winter break. They requested an extra week in the Spring after they come back from Winter break (e.g., to change the deadline from January 19 to January 26). In discussion, it was noted that this policy was voted on by PP&R more than a year ago and that the campus had been given ample notice with a full year's extension of the new deadline.

MSP: PP&R members voted to deny the request for an extension of the January 19 deadline for departmental RTP recommendations to candidates.

- i. Request for RTP timeline extension – PP&R has received a request from a Dean on behalf of a second-year faculty member who would like an extension not only on the due date for the PIF, which the department can grant, but also on the timeline for when the DPC will complete its review of the file. The faculty member has been busy organizing a major event for the community and needs additional time. The request is that the original DPC recommendation be sent to the candidate on November 3 instead of October 20. The revised timeline has been approved by the DPC and the Dean.

MSP: PP&R members approved the proposed altered RTP timeline for the one faculty member as requested.

- j. 633 Conflicting Recommendations –Members reviewed a portion of the proposed additional revisions. The document will be converted into a Word document with track changes so that members can provide their feedback in Box ahead of the meetings to save time.

8. Personnel Procedures

- a. Subcommittee Liaisons – A sample letter was provided to committee liaisons to initiate communication with individual departments about the process of review and approval. Committee members were asked to update the review "Tracker" in the shared Box folder as the procedures move through the review process.

- b. Revised Cover Sheet - Personnel Procedures Section 700 (Lecturers) – Committee members reviewed the proposed revised document which will allow departments to indicate when they consulted with lecturers during the creation of or proposed revisions to the lecturer personnel procedures, in compliance with new Section 700 language.

MSP: Members approved the revised Personnel Procedures Section 700 (Lecturers) Cover Sheet.

- c. Off-Cycle Review - Communication Disorders and Sciences (TT) – This review has been assigned to subcommittee Team 5.

9. Other/New Business

10. Adjournment – The meeting adjourned at 5:04 pm. The committee's next meeting is scheduled for 1:00 pm on October 25, 2023, via Zoom.