

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 25, 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, Brian Foley, Eric Garcia, Michael Hoggan, Sylvia Macauley, Henrik Minassians, Michael Neubauer, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Paulo Marchetti

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

Staff Excused:

Guest(s): President Erika Beck, Provost Meera Komarraju, Kristina de la Vega

1. The Chair called the meeting to order at 1:01 p.m.

2. Approval of Minutes

MSP: The committee approved the minutes from October 11, 2023.

3. Announcements

- a. Update on filling vacant PP&R positions – We finally have a full quorum of PP&R members. The newest member is Brian Foley from Education. He has been added to Team 4 for the review of personnel procedures. PP&R members introduced themselves to new members, Brian and Iswari, who joined us at the last meeting.

4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – no update

5. Update on Section 600 Searches

- a. AVP, Equity and Compliance Search (Guests: President Erika Beck, AVP Kristina de la Vega)

The President addressed the MVA and PD to the members. She is keen to launch this national search as soon as possible and identify a candidate that can help carry forward the legacy of care and advocacy as well as provide the leadership that we will require in the implementation of the many Cozen/O'Connor recommendations regarding Title IX and DHR.

Members discussed several issues including whether a JD should be required and whether the proposed reporting structure is appropriate. There was concern about the potential conflict of interest if the position reported to the AVP of HR.

MSF: It was motioned and seconded to approve the search; the motion failed.

The PP&R Chair will convey the noted concerns to the President and will request a modification of the reporting structure.

- b. AVP, Research and Sponsored Programs (Guest: Provost Meera Komarraju)
The Provost addressed the MVA and PD. It will be a national search using the company Academic Search due to the expertise needed. Members inquired about the meaning of: “Successful candidate will work to develop and implement a process of translating research results to commercial products.” It was advised that some researchers may have an interest in patents and generating revenue down the road. The successful candidate should be familiar with that process.
MSP: The committee approved the search for AVP, Research and Sponsored Programs.

PP&R selected two search committee members for this search as required: Brian Foley and Silvia Fernandez.

- c. Vice Provost (Guest: Provost Meera Komarraju)
The Provost addressed the MVA and PD and stated that this position would be a national search, also using Academic Search. Members raised a concern about the following statement in the position description: “approves H1B visas for visiting scholars,” which should include J1 visas.
MSP: The committee approved the search for Vice Provost contingent on a minor revision regarding the visa type.

PP&R selected two search committee members for this search as required: Eric Garcia and Michael Hoggan.

6. Update on Adoption of Policy Recommendations

- a. Equity Language in Section 621-622 – To Senate exec for third reading 10/26/2023
- b. 603.9.2 Performance Standards and Monitoring – To Senate exec for first reading 10/26/2023
- c. 612.4.1 College Level Personnel Committee – To Senate exec for first reading 10/26/2023
- d. 672.4 Sabbatical Leave Report – To Faculty Senate for first reading 11/9/2023

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

- a. Eligibility for Faculty Personnel Committee Chart – Members reviewed the revised chart, “Process for Gathering Faculty and Student Comments for Faculty Evaluations” and confirmed the proposed changes.
MSP: Committee members approved the revised Eligibility for Service in Personnel-Related Activities chart for posting on the PP&R website and for wide distribution.
- b. 613: Responsible Authority for Collecting Comments – Members reviewed the revised chart for gathering comments from faculty and students during the faculty evaluation process. Once finalized, Faculty Affairs would like to review the chart with the CFA representative. Members discussed additional changes to correct the root of the issue, which is a clarification of 613.2. The issue requires more conversation.

MSP: Members voted to move the chart and a possible clarification of 613.2 to a subcommittee for processing.

PP&R identified a subcommittee for this purpose: Jeff, Brian, Dino, Silvia F. Dino will serve as subcommittee chair.

- c. Section 600/700 Preamble – no update
- d. 612.4.1 and 612.5.1 – Guidelines for PP&R/CPC/DPC Elections – Members discussed whether there should be a universal order of elections for all colleges and opted to refer this to a subcommittee for further discussion.

MSP: Committee members voted to create a subcommittee for this purpose.

Subcommittee members are Iswari, Dino, and Pat.

- e. 660.3 – RTP Appeals – Bases for appeal and guidance to appellants – Members discussed whether changes are needed in this section to clarify the terms of appeals. Issues of concern last year were whether someone could appeal for any reason (regardless of whether all reviewing agencies are in agreement about their vote to deny). One suggestion was to create a form that allows a prospective appellant to identify the basis of the appeal and to provide additional documents. This submission, upon review, could determine whether it meets the threshold for PP&R to move forward with a full review. Faculty Affairs will draft an appeal form for PP&R's review.
- f. 633 -- Conflicting Recommendations – Members reviewed the revised policy between Sections 630-633. Members recommended additional revisions and changes.
- g. Request for an extension of the deadline for sabbatical committee recommendations – The Professional Leave Committee for Health Sciences will be formed shortly after the HHD CPC is formed. This body voted last week on a delayed timeline for the Health Sciences department for their sabbatical applications. Because there was a college delay in electing the CPC, which implicated the sabbatical committee members, that further delayed the department, so they are requesting a revised timeline in which all HHD sabbatical selections will be completed after the established timeline. The Dean has approved the delayed timeline which is as follows: the PLC will submit initial recommendations by November 3 and final recommendations by November 10; the CPC will make its initial recommendations by November 29 and the final upload will be December 4. The Dean's recommendation would be due by December 11.

MSP: Committee members approved the proposed delayed timeline for HSCI and HHD sabbaticals.

8. Personnel Procedures

- a. Off-Cycle Review - Library (College) – This review will be overseen by Team 3: Michael N., Paulo, and Frank.
- b. Off-Cycle Review - Psychology (LEC) – This review will be overseen by Team 2: Michael H., Silvia.
- c. Off-Cycle Review – HHD (College) – This review will be overseen by Team 5: Jeff, Sylvia M., and Iswari.

PP&R members are reminded that the personnel procedures committee liaison should keep contacting their respective assigned departments and colleges. Even if no changes are proposed, still encourage them to send their procedures to the subcommittee for review.

9. Other/New Business

- a. Academic First-Year Experiences Inquiry – We have lecturers who have earned entitlements in the AFYE program which is not a free-standing department. We now we have multiple lecturers with three-year appointments in this program, similar also to the

Learning Resource Center. The lecturers don't have a clear evaluation process since there is no DPC, Personnel Procedures, Dean, or CPC. It has come to our attention that some of these lecturers really want and deserve a reasonable evaluation process.

The Academic First-Year Experience director is willing to put together a draft of personnel procedures to get things started on how they think it should work. The program has an informal DPC comprised of tenure-track faculty from other departments who have an interest in the program. Members suggest that they pull together a committee of the tenure track faculty teaching in the program.

It was suggested that the director put together a proposal for a recommended process given the current context, and that proposal can be brought before PP&R for review.

10. Adjournment – The meeting adjourned at 4:59 p.m. The committee's next meeting is scheduled for 1:00 p.m. on November 8, 2023, via Zoom.