

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 8, 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, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Iswari Pandey

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 October 25, 2023.
3. Announcements
 - a. Review committee member workload chart – Members reviewed an updated version of the spreadsheet showing assigned committees and other duties.
 - b. HHD Interim Associate Dean – MVA Consultation – According to the Search and Screen Manual for Academic-Administrative appointments, consultation with the Chair of PP&R is required and that occurred. The Chair will share the MVA announcement with members.
 - c. November 22 PP&R meeting – Members discussed whether a meeting will be needed on November 22. They agreed to keep it scheduled for the sole purpose of reviewing an MVA with the President, if she is able to attend then.
4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – Members reviewed proposed edits. The committee discussed the approval process for this document in recent years, which has not included the Senate Executive Committee, perhaps because the recent changes have been largely editorial.
MSP: Members agreed that editorial changes can be approved by PP&R, but changes of substance in the future should be forwarded to the faculty senate.
MSP: Members agreed that the current proposed changes are editorial only; substantial changes will follow at another time.
MSP: Members agreed to postpone a vote on the revisions until the next meeting.
5. Update on Section 600 Searches
 - a. AVP, Research and Sponsored Programs – no update
 - b. Vice Provost – no update

6. Update on Adoption of Policy Recommendations
 - a. Equity Language in Section 621-622 – To Faculty Senate for third reading 11/9/2023
 - b. 603.9.2 Performance Standards and Monitoring – Senate Exec reviewed this on October 26 and sent it back to PP&R with comments (see below).
 - c. 612.4.1 College Level Personnel Committee – To Senate for first reading 11/9/2023
 - d. 672.4 Sabbatical Leave Report – To Faculty Senate for first reading 11/9/2023

7. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 603.9.2 Performance Standards and Monitoring – Senate Exec had several comments for PP&R’s consideration. The phrase “as defined by” could be problematic if departments do not have a clear definition. Also, Senate Exec expressed concern about the blame being placed on the faculty member. Members discussed removing the proposed sentence but wanted to emphasize that it is the department's responsibility to define criteria for acceptable publications. In the absence of such information in the department personnel procedures, departments will defer to Section 600.
MSF: A motion to remove the proposed change failed.
MSP: The following revision was proposed: "It is the faculty member's responsibility to avoid publishing in predatory journals. It is the department's responsibility to provide guidance on what constitutes acceptable or predatory journals." The committee approved that revision.
MSP: An additional change was proposed, the removal of “acceptable or”: "It is the faculty member's responsibility to avoid publishing in predatory journals. It is the department's responsibility to provide guidance on what constitutes predatory journals." That revision passed.
 - b. 613: Responsible Authority for Collecting Comments – no update
 - c. Section 600/700 Preamble – The sub-committee provided an update on the revised proposed preamble. The sub-committee met with the Educational Equity Committee to review and discuss this document including definitions of the key principles mentioned. Members reviewed the revised Preamble and suggested minor editorial changes.
MSP: Members approved the revised proposed preamble with the definitions and will forward it next to Senate Exec for another reading.
 - d. 612.4.1 and 612.5.1 – Guidelines for PP&R/CPC/DPC Elections – no sub-committee update
 - e. 660.3 – RTP Appeals – Members reviewed a draft form for use in the RTP appeals process. Members discussed apparent conflicts in the criteria for appeals noted in 660.1, 660.2, and 660.3, and opted to create a sub-committee to further discuss this section of the Manual. Sub-committee members will be Michael H. and Franck.
 - f. 633 Conflicting Recommendations – The sub-committee met with members of the Task Force on Teaching Effectiveness to be sure they had a clear understanding of the new work being done on this topic. The Task Force requested time to contribute some thoughts and will confer after the 3rd week of January 2024. This matter will be postponed until Spring 2024.

8. Personnel Procedures
 - a. Sub-committee Liaison updates – Members were reminded to update the Excel spreadsheet in Box with any communications they have with departmental or college representatives regarding personnel procedure reviews.

9. Other/New Business

- a. RTP Review Form – Members reviewed a draft RTP review form for department chairs that was initially suggested by a department chair and that was modeled after a form used by Cal Poly SLO. Last year’s PP&R committee referred the issue to the Council of Chairs. Members noted that this form may be useful to department chairs. It is recommended as an option, not a requirement, across departments and colleges.

MSP: The Committee agreed to postpone further discussion until feedback is received from the Council of Chairs.

- b. 643.1.5. Understanding the deadline for RTP Review – There have been several inquiries regarding how to understand the deadline of October 13, 2023 for candidates to declare the type of RTP review they will undergo in this academic year. Section 643.1.5: Initiation of Early Review, indicates that faculty can declare interest in an early review for promotion (not tenure) before starting the department-level review, which is now December 1. It also states that “tenured faculty members must submit written notification early enough in the Fall semester to allow time for peer class visits . . .” which would likely be in early November. These appear to be conflicting and confusing messages. It is suggested that PP&R might want to clarify this paragraph for next year’s calendar.

MSP: Members opted to postpone discussion on this topic until the next meeting.

10. Adjournment – The meeting was adjourned at 3:36 p.m. The committee's next meeting is scheduled for 1:00 p.m. on November 22, 2023, via Zoom, if needed.