

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 6, 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, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Michael Neubauer

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

Staff Excused:

Guest(s): President Erika Beck, Provost Meera Komarraju

1. The Chair called the meeting to order at 1:04 p.m.
2. Approval of Minutes
MSP: The committee approved the minutes from November 8, 2023
3. Announcements
 - a. HHD Interim Associate Dean – An updated MVA was requested, obtained, and is uploaded to BOX for PP&R’s information.
 - b. PP&R email vote – A CPC requested an extension to their sabbatical recommendation deadline; an email vote was conducted and approved by PP&R.
 - c. CPC delay in notifying sabbatical candidates – The initial deadline was not met, but the second deadline is December 11th and is on track to be met. PP&R will be notified if the second deadline otherwise changes.
 - d. Emeritus Applications – In order to review nominations/applications for emeritus status for any Title IX violations or current investigations, Faculty Affairs suggests that nominations/applications be first submitted to Faculty Affairs for an early eligibility review. Faculty Affairs will then send on eligible candidates to departments for their review. The committee agreed to implement that change this year and will consider appropriate adjustments to next year's calendar.
4. Search and Screen Manual for Academic Administrative Positions 2023-2024 – Members reviewed an updated version of the manual with editorial changes. More substantial changes are pending a meeting with staff from the Office of Equity and Compliance. Turnover in that office created a

delay in scheduling a meeting.

MSP: PP&R members accepted updates to the appendices and approved all of the changes as editorial.

5. Update on Section 600 Searches

- a. AVP, Research and Sponsored Programs – The charge meeting was scheduled and attended by PP&R representatives. Search completion should be in early May.
- b. Vice Provost – The search committee met and was charged.
- c. AVP, Equity and Compliance Search (President Erika Beck)

The President came to dialogue with members about their concerns regarding their November 8 vote on the MVA for this position description. Members remain in favor of the AVP of OEC reporting to the President, not the AVP of HR, providing some independence from HR. Members also discussed alternatives such as putting in the MVA the promise of restructuring within 24 months, or adding a dotted line to HR AVP and a solid line to the President.

MSP: Members support a temporary reporting structure of the AVP of OEC to the AVP of HR as long as there is a promise written directly into the MVA that there will be a restructuring within 24 months to allow the AVP of OEC to report directly to the President thereafter. Alternately, the members support a solid line reporting to the President with a dotted reporting line from the AVP of HR.

6. Update on Adoption of Policy Recommendations

- a. Preamble to Section 600 and Section 700 – On 11/30/2023, Senate exec approved the policy to go to Senate on 12/7/23.
- b. Equity Language in Section 621-622 – On 11/30/2023, Senate exec approved the policy to go to Senate on 12/7/23.
- c. 603.9.2 Performance Standards and Monitoring – On 11/30/2023, Senate exec approved the policy to go to Senate on 12/7/23.
- d. 612.4.1 College Level Personnel Committee – On 11/30/2023, Senate exec approved the policy to go to Senate on 12/7/23.
- e. 672.4 Sabbatical Leave Report – On 11/30/2023, Senate exec approved the policy to go to Senate on 12/7/23.

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

- a. Preamble to Section 600 and Section 700 – Senate Exec requested that the order of the principles should be revised to match the order in which they are listed in the proposed Equity Language in Section 600 policy.
- b. Equity Language in Section 621-622.
- c. 672.4 Sabbatical Leave Report – Initially, Senate exec was concerned about getting clarification on who would forward a copy of the sabbatical leave report to the Provost and has suggested clarifying that this would be the responsibility of the Dean's Offices.

MSP: Members clarified accordingly and approved the revisions to move forward to the Faculty Senate for a second reading.

- d. 613: Responsible Authority for Collecting Comments – No update. Dino is the subcommittee chair and will convene the subcommittee meeting soon. The flow chart is

awaiting revision based on review and interpretation of Section 613.

- e. 612.4.1 and 612.5.1 – Guidelines for PP&R/CPC/DPC Elections – No update. Pat was elected as subcommittee chair and will convene the subcommittee meeting soon.
- f. 660.3 – RTP Appeals and appeal form - Members reviewed revisions to the policy and plan to review the draft appeal form at the next meeting.

MSP: Members accepted live changes to the policy.

8. Personnel Procedures

- a. Manufacturing Systems Engineering and Management (TT) (PTR) – Members reviewed the proposed TT/PTR personnel procedures. The subcommittee will continue to work with the department on suggestions for revisions.
- b. Philosophy (TT) (LEC) – The department is not proposing any changes and voted to continue the previous procedures. The subcommittee will request Word versions of existing TT/LEC personnel procedures and review them.
- c. Central American and Transborder Studies (TT) (LEC) – The department is not proposing any changes and indicates the current procedures are still valid and effective. The subcommittee will request Word versions of existing TT/LEC personnel procedures and review them.
- d. Subcommittee Liaison updates – The subcommittees liaisons were reminded to contact their assigned departments/colleges, review personnel procedures, and update the tracker spreadsheet in the PP&R Box.

9. Other/New Business

- a. Emeritus Application and Review - Applications should be submitted by January 27th. Members discussed whether letters are needed from each level and whether DPC and Deans should submit their recommendations in writing.

MSP: PP&R interprets 650.3.2b to mean there should be written recommendations from the DPC and the Dean as part of the emeritus application.

- 10. Adjournment – The meeting was adjourned at 5:50 p.m. The committee's next meeting is scheduled for 1:00 p.m. on December 20, 2023, via Zoom, if needed.