

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 16, 2022 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: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Michael Neubauer, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Henrik Minassians, Pat Alford-Keating, Tamarah Ashton, Debi Choudhary

Members Absent: Michael Hoggan

Staff Present: Diane Guido, Executive Secretary & Megan Dozier, Recording Secretary

Staff Absent:

1. The Chair called the meeting to order at 1:03pm.
2. Approval of Minutes from February 2, 2022
MSP: Approval of minutes.
3. Announcements
 - a. RTP calendar 2022/23 – A subcommittee was established to begin work on the 2022-23 Academic Year Calendar of Personnel Procedures.
 - b. Guidelines for Reviewing Personnel Procedures – Additional edits were received. Committee member were invited to review the document again.
4. Update on Section 600 Searches
 - a. Dean for College of Humanities – The search committee has completed Zoom interviews and will host on-campus interviews in March.
 - b. Vice President of Information Technology – The deadline to submit applications is February 24, 2022. The search committee plans to hold interviews in March.
5. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. 645.4 Periodic Review of Tenured Faculty – The committee discussed the details of the policy including what materials are needed by peer review committees.
MSP: The proposed edits to the policy were approved.
 - b. 703.2.3.f – Access to Lecturer PAF – The committee reviewed the changes requested by Senate Exec and agreed to add more clarification to the rationale section.
MSP: The proposed policy changes were approved.
 - c. CECS's CPC Request re: Incomplete Post-Tenure Reviews – The committee discussed how to accommodate three faculty members who submitted their PTR documents on time in 2019, but were not reviewed by the DPC or Dean at the time. After considering alternatives, the committee underscored the need to have a review every 5 years, per the CBA. The faculty will need to be reviewed this semester, Spring 2022. If they use their 2019 materials and

nothing new is added, it will count as a 2019 review and the next review will occur in 2024. If they add new materials, it will be considered a 2022 review and the next review can occur in 2027.

MSP: It was motioned, seconded, and passed to proceed as noted.

- d. 622.6.5 – Acting Chair Appointment – The committee discussed some proposed edits to the policy.

MSP: Approved to send proposed changed to Senate Exec.

- e. 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans) Review of new administrators after 3 years – PP&R discussed the addition of guidelines for reviewing associate deans. They also discussed the inclusion of time in an acting administrative capacity.

MSP: The committee approved the edits.

- f. 621.4.2b Lecturer Evaluations – The committee responded to questions and suggestions made by Faculty Senate.

MSP: Additional changes were approved.

6. Update on Adoption of Policy Recommendations (No Action)

- a. Section 702.6 – Professional Responsibility for Lecturers – Pending at Senate Exec.
- b. 606.1.1.b.1 – Deadline for submitting material to PIF – Moved to Senate for first reading on 2/17/2022
- c. 620-621 Faculty Recruiting Edits – Moved to Senate for first reading on 2/17/2022
- d. 708.1 Equal Employment Opportunity Policy – Pending Senate review of 620-621 on 2/17/2022

7. Department and College Personnel Procedures

- a. Department of Sociology – Tenure Track – The committee discussed the personnel procedures submitted by the College. The subcommittee will take recommendations back to the DPC/CPC.
- b. College of Business and Economics – College/Lecturer – The committee discussed the language of the personnel procedure and will send it back to the DPC/CPC for changes.
- c. Department of Biology – Post Tenure – The committee discussed the language of the personnel procedure and accepted it as presented.

MSP: The Biology PTR procedures were approved.

8. Exceptional Service to Student Awards

The committee reviewed all documents and updates outlined by the subcommittee. The application and decision dates were affirmed. The application form will be sent to CFA, at their request, as they plan to host a workshop to encourage faculty to apply. Faculty Affairs will distribute the application widely.

9. Other/New Business

- 10. The meeting adjourned at 3:39 pm. The next meeting is scheduled for March 2, 2022 at 1:00pm and will take place on Zoom.

