

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 1, 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: Tamarah Ashton, Lindsay Brown, Ana (Cristina) Cadavid, Fermin Herrera, Michael Hoggan, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Absent:

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

Staff Absent:

Guest: Christopher Sanford

1. The Chair called the meeting to order at 1:02 pm
2. Approval of Minutes
MSP: The committee approved the minutes from December 7, 2022, with an amendment to correct a minor typo.
3. Announcements
 - a. Introduction of new member, COH Representative: Fermin Herrera from Chicana/o Studies introduced himself to the committee members.
 - b. CSM sabbatical update – Lindsay updated the committee on the outcome of the issue discussed at the last meeting. PP&R can consider edits to Section 600 regarding sabbatical selection criteria, if it deems the section to warrant clarification.
 - c. Releasing 2023-2024 calendars - Announced that the calendar would be distributed earlier than usual and committee members are asked to assist in spreading the word about the earlier deadline for PIFs for 3-6 year RTP candidates.
 - d. The Provost has been invited to attend the next PP&R meeting.
4. Update on Section 600 Searches
 - a. Dean HHD – Sylvia mentioned that the search committee met recently and finalized rubrics for evaluation. The committee was given access to the applications and started reviewing them.
 - b. AVP of Institutional Effectiveness – Tamarah mentioned that the pool will be expanded and the committee may engage a search firm.
 - c. Associate Dean COH – No update
 - d. Director of Career Center –Dr. Watkins will be coming to the next PP&R meeting. Two committee members will be needed to serve on the Search and Screen Committee.

5. Update on Adoption of Policy Recommendations
 - a. 622.5.2 Evaluating Associate Deans – to Senate 2/16/23 – no update
 - b. 622.6.5 Acting Chair Appointments – to Senate 2/16/23 – no update
 - c. Section 600 preamble – to Senate Exec 2/2/23
 - d. 621.4.2b etc. [DEI Language in Section 600] – to Senate Exec 2/2/23

6. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. 672.2.6 Sabbatical policy – PP&R members discussed whether the guidelines for review of sabbatical applications is sufficiently clear. It was suggested that each college should establish its own criteria. A sub-committee has been established consisting of Jeff, Cristina, and Lindsay.
 - b. 652 GRIF – (Christopher Sanford) time certain 1:30 pm
 Christ noted there was a recent internal GRIF audit where it was apparent that the policy in Section 600 is overdue for evaluation. Section 652.6 indicates the following "This policy will be assessed in five years to determine its utility and effectiveness." PP&R discussed the policy in 2018; no policy changes were made at that time. The original version was approved on May 6, 2008. He indicated that there are 8 GRIF faculty at CSUN. PP&R will ultimately identify a committee to review information. For now, Chris will engage an external company, Hanover, to conduct a preliminary audit.
MSP: The committee approves the collaboration with Research and Sponsored Programs to initiate a review of the GRIF policy by gathering data. PP&R will then establish a committee to review the information.
 - c. 706.1 Lecture input on evaluation procedures – Based on a recent grievance, Diane recommended consideration of an edit to this section. What role should lecturers have, such as creating lecturer input groups for consultation, advisement, and voting? PP&R suggested a general edit to be reviewed at the next meeting.
 - d. 606.1 adding materials to PIF – The committee discussed whether the PIF is static after the start of departmental deliberation or at the conclusion of departmental deliberation. The wording in Section 600 is clear that currently it is at the conclusion; thus, faculty can request adding materials during departmental deliberation. The committee discussed under what circumstances items can be added and whether other edits can also be made during the period of deliberation. A subcommittee to propose policy edits was created and includes Jeff and Paulo.
 - e. Waiving 10-day candidate response – At the request of a department, PP&R members debated whether candidates should have an opportunity to waive some or all of the 10-day candidate response period, including ensuring candidates not feel pressured to waive any of the 10-day period. They also discussed whether the full ten days is mandated in either the CFA or Section 600 and concluded it is not mandated.
MSP: The committee approves the following motion: PP&R finds that Section 635.2.2 provides candidates with the right to waive their right to rebuttal or meeting and that in such cases the file may immediately move forward to the next level of review. The expression of acceptance of a recommendation letter with no plans to rebut can be understood to be a waiver of the remaining time. PP&R does not intend for there to be an undue influence for or against the waiver of time. However, reviewers should be able to have a cordial conversation about the needs of the candidate.

7. Department and College Personnel Procedure
 - a. Asian American Studies (TT) – Received cover sheet stating no changes to the departmental personnel procedures. **MSP: The committee approved the procedures.**
 - b. American Indian Studies (TT) – Received cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approves contingent on the amended document by adding the date of proposed changes.**
 - c. Linguistics (TT) (PTR) – No update
 - d. University Library (College) – No update
 - e. RIOS (TT) – No update
 - f. CAMS (TT) – No update
 - g. Biology (TT) – No update
8. 702.6 Professional Responsibilities for Lecturers – No update
9. Other/New Business
 - a. Guidelines for PP&R/CPC/DPC Elections – No update
 - b. RTP Review form and PIF Guidance – No update
10. Adjournment: The meeting adjourned at 4:42 pm. The committee's next meeting is scheduled for 1:00 pm on February 15, 2023, via Zoom.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. Sabbatical Application Procedures
- c. Pre-sabbatical checklist for RTP candidates