

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 15, 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: None

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

Staff Absent: None

Guests: Provost Meera Komarraju, William Watkins

1. The Chair called the meeting to order at 1:04 pm
2. Approval of Minutes
MSP: The committee approved the minutes from February 1, 2023
3. Provost Meera Komarraju joined the meeting and had informal discussion with the committee.
4. Announcements
 - a. The committee was made aware that several faculty strongly disagreed with PP&R's decision at its last meeting regarding reducing the 10-day candidate response period during the RTP process. The committee will discuss the possibility of clarifying their stance in a policy proposal.
 - b. Exceptional Service to Students Awards (ESSA) – We have been notified by the Chancellor's office that the allocation is 23 awards for CSUN. ESSA committee members are Tamarah, Cristina, and Setareh. The application deadline is February 17, and the committee's decision should be final by March 10 in order to allow for decisions to be released by March 17.
 - c. Emeritus Nominations are due to the DPC on January 27th, due to the College Dean on February 28th, and due to PP&R on March 21st.
 - d. RTP Appeals Timeline – Appeals are due to PP&R on March 20th and the outcome of the appeals is due on May 2nd. This allows the Provost about 10 days for review prior to attending the final PP&R meeting. Final letters are due to candidates on June 1.
5. Update on Section 600 Searches
 - a. Dean HHD – The first round of Zoom interviews was completed and the committee is narrowing down the list to invite finalists to campus the second week of March for in-person interviews.
 - b. AVP of Institutional Effectiveness – The search has been suspended and will restart

- possibly in the fall of 2023 with the aid of a search firm. All previous candidates will be encouraged to apply again.
- c. Associate Dean COH – no update
 - d. Director of Career Center (William Watkins, Guest)
Dr. Watkins addressed the MVA and PD. This position is a national search and the application period will run for four weeks. He anticipates an offer to be made by the end of the spring term. Lindsay will follow up with Dr. Watkins regarding two PP&R designees to the committee.
MSP: The committee approved the search for Director of the Career Center.
 - e. AVP of Undergraduate Studies (Provost Meera Komarraju, Guest)
The Provost noted the search would be internal. Several minor suggestions for change were made to the MVA. Lindsay will follow up with the Provost two PP&R designees.
MSP: The committee approved the search for an AVP of Undergraduate Studies.
6. Update on Adoption of Policy Recommendations
- a. 622.5.2 Evaluating Associate Deans – to Senate 2/16/23
 - b. 622.6.5 Acting Chair Appointments – to Senate 2/16/23
 - c. Section 600 preamble - Goes to Senate on 2/16 and Lindsay will present the original with the word change requested by the Senate Executive Committee.
 - d. DEI Language in Section 600 - The Senate Executive Committee expressed concern about how will these changes be operationalized. It was suggested to have Barrett Morris provide input and guidance. Sylvia offered to connect with Barrett regarding a review of the document.
7. Updates on Section 600 Decisions, Approvals, Inquiries
- a. 672.2.6 Sabbatical policy – Committee members reviewed the policy and have made the decision to not make any changes.
 - b. 706.1 Lecture input on evaluation procedures - PP&R members reviewed the document.
MSP: The committee approves moving the policy edits forward to Senate.
 - c. 606.1 adding materials to PIF – No update
 - d. 635.2.2 Ten-day candidate response - PP&R members reviewed possible changes to the policy based on their motion at the last meeting. A subcommittee was created to consider the wording.
 - e. 702.6 Professional Responsibilities for Lecturers – PP&R created a subcommittee of Henrik and Paulo.
 - f. 633 Conflicting Recommendations – PP&R created a subcommittee of Michael H. and Lindsay.
8. Department and College Personnel Procedures
- a. Linguistics (TT) (PTR) – Received cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved both the TT and PTR procedures.**
 - b. University Library (College) – Received cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the College procedures.**
 - c. RIOS (TT) – Received personnel procedures, no cover sheet.
MSP: The committee approved the College procedures.
 - d. CAMS (TT) – Received personnel procedures, no cover sheet.

MSP: The committee approved the College procedures.

- e. Biology (TT) – Received cover sheet and proposed changes with comments for review to the departmental personnel procedures. Sending back to Biology.

9. Other/New Business

- a. Guidelines for PP&R/CPC/DPC Elections – No action.
- b. RTP Review form and PIF Guidance – This will be scheduled for the next PP&R meeting

10. Adjournment: The meeting adjourned at 3:47 pm. The committee's next meeting is scheduled for 1:00 pm on March 1, 2023, via Zoom.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. Sabbatical Application Procedures and Template
- c. Pre-sabbatical checklist for RTP candidates
- d. 652 GRIF
- e. Academic searches and required P&R designees