

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 24, 2021 APPROVED BY COMMITTEE March 3, 2021
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Tracy Buenavista, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang

Members Absent: Lindsay Brown

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:00pm
2. Approval of Minutes from February 10, 2021

The Committee reviewed the minutes for February 10, 2021 and acted on the following:

MSP: Approval of minutes of the February 10, 2021 meeting.

3. Announcements
 - a. **RTP/Interfolio Update**
 - i. No update
 - b. **CHHD Election for PP&R Replacement**
 - i. The College of Health and Human Development is going through the process of voting and electing a new PP&R representative.
 - c. **CHRS Faculty Recruitment and Faculty Equity Advocates Review of Search and Screen Manual**
 - i. Faculty Affairs is in the process of working with the Chancellor's Office to implement the Common Human Resources System (CHRS) for faculty recruitment, which is set to go live in August 2021. This change is part of a bigger effort to get all the CSUs into one common system. Staff and MPP recruitment has already been rolled out by Human Resources, and now we will focus on faculty.
 - ii. Faculty Affairs has two Faculty Equity Advocates (FEAs) whose assignment is to review and create a more equitable faculty recruiting process, as well as evaluate retention issues on campus. Their focus this semester is the evaluation of recruiting practices and guidelines, and in the Fall, their focus will be on examining retention plans across campus. The FEAs are currently reviewing the Search and Screening Manual for faculty hiring and they will soon meet with PP&R to discuss their goals and progress.
 - d. **Exceptional Service Awards for 2021-2022**
 - i. As approved by the Chancellor's Office, CSUN will be granting 17 Exceptional Service Awards to be provided to faculty.

- ii. PP&R has formed a subcommittee to review applications received. The call for applications will be sent out in March with an early April deadline for submission of applications.

4. Updates on Section 600 Searches

a. Associate Dean for Tseng College

- a. No updates

b. Dean of Humanities

- i. No updates

5. Updates on Section 600 Decisions, Approvals, Inquiries

a. Consulting with faculty and students – 613.1, 612.5.2.c.4, 607.2.3, 634.1-3

- i. No updates; committee will review this item again at next committee meeting.

b. Oral or Written Comments (Consultation) about Lecturers - 707

- i. Subcommittee to continue working on changes to this item based on changes made to item 5a above.

c. GRIF – 652

- i. This item will be removed from agenda until the new Associate Vice President for Research and Sponsored Programs begins his appointment in July 2021.

d. CPC and DPC Term Limits / Opt-Out – 612.1-3

- i. No updates.

e. Faculty Eligible for CPC and DPC

- i. The faculty discussed whether people elected to DPCs, CPCs and PP&R should be eligible to run for open positions that become available on other Personnel Committees. This is allowed currently with the caveat that no person may rule more than once for any RTP decision for a faculty member. Changes in section 600 are in process.

f. Three-year Faculty and Annual Application to Pools – 709/709.1

- i. Edits will be reviewed at next meeting.

g. Assessing Section 600 for Allowing Email Notifications for RTP

- i. No updates.

h. Sabbatical Recommendations from the Dean – 672.2.12

- i. Subcommittee will continue to work on revised language for this item

i. Professional Expectations for Lecturers – (Model after 604)

- i. Committee will continue to revise language in Section 700 for this item.

j. Including Lecturer Votes in Chair Decisions – 622.6.2.c

- i. Guido provided information on other campuses' practices with respect to allowing lecturers to vote for department chairs. Currently, there is not a CSU-wide practice or mandate to have lecturers vote in Chair elections. However, the committee will discuss this issue after consultation with colleges and departments, to determine if this item should be changed at CSUN.

6. Update on Adoption of Policy Recommendations

a. Service Credit – 632.4.1, 641.2.3

- i. Faculty Senate approved this item at second reading. Moving forward to President for approval.

b. Alignment of Section 600 with Senate Bylaws

- i. Faculty Senate approved this item at second reading. Moving forward to President for approval.

c. Canvas Access for Peer Observation – 612.5.2.c.2, 706.3.1

- i. Item will be going to Faculty Senate for a second reading.

d. Consulting with Faculty and Students – 607.2.3, 634.1-3

- i. Item will be going to Senate Executive Committee for review.

e. Clarification of Timeline for Implementing Changes in Section 700 – 706.2

- i. Item will be going to Senate Executive Committee for review.

f. Section 709.1.2 “Departments will maintain for each qualified applicant a list of courses previously taught in the CSU in the applicant’s respective pool(s)”

- i. Item will be going to Senate Executive Committee for review.

7. Department and College Personnel Procedures

a. Astronomy

- i. Tenure-Track Procedures:
 - 1. Subcommittee presented procedures and posed questions to the committee. Subcommittee will email department with suggested changes.

b. Computer Science

- i. Tenure-Track Procedures:
 - 1. Subcommittee presented procedures and posed questions to the committee. Subcommittee will email department with suggested changes.
- ii. Post-Tenure Review Procedures:
 - 1. Committee acted on the following:
MSP: Approval of Post-Tenure Review procedures for Computer Science

c. Mathematics

- i. Committee acted on the following motion:
MSP: Approval of procedures as presented

d. Anthropology

- i. Committee acted on the following motion:
MSP: Approval of procedures as presented

8. Student Evaluations Questions and Peer Observations Rubric

- a. Guido will have samples for committee to review next week.

9. Other/New Business

- a. None

10. Adjournment – Meeting adjourned at 2:48pm. The next meeting of the Committee is scheduled for 1:00pm on March 3, 2021 via Zoom.