

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 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, Franck Vigneron, Jeffrey Wiegley

Members Excused: Setareh Torabian-Riasati

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

Staff Absent: None

Guests: John Pan

1. The Chair called the meeting to order at 1:02 pm.

2. Approval of Minutes

MSP: The committee approved the minutes from February 15, 2023

3. Announcements

- a. Exceptional Service to Students Awards (ESSA) – The subcommittee has met and advised that there are 38 applicants and 23 awards to be given. In order to keep to the publicly announced timeline, and due to a scheduling conflict with one of the subcommittee members, PP&R members nominated a new subcommittee member. On March 8th the subcommittee should complete the review. **MSP: The committee elected Lindsay to replace Setarah on the ESSA subcommittee.**
- b. The following policies have been approved by the President and will be implemented in the 2023-24 Administrative Manuals: Professional Responsibility 604.2.12, Dual Service 612.2.3, and Periodic Review of Tenured Faculty 645.4.

4. Update on Section 600 Searches

- a. Dean HHD – Final candidates will come to campus on March 6 and during the following week. The chair of the search and screen committee is tentatively planning to visit PP&R on April 5th to request approval of the search.
- b. Associate Dean COH – No update.
- c. Director of Career Center – The charge meeting has not yet occurred.
- d. AVP of Undergraduate Studies – No update.

5. Update on Adoption of Policy Recommendations

- a. 622.5.2 Evaluating Associate Deans – to Senate 3/30/23
- b. 622.6.5 Acting Chair Appointments – PP&R discussed feedback from the Senate and decided by consensus to table proposed changes to this section indefinitely.
- c. Section 600 preamble – Feedback from Senate was that the language did not sound aspirational. The committee made additional edits.

MSP: The committee approved submitting additional revisions to Senate Executive Committee.

- d. DEI Language in Section 600 – The edits are under review by Equity and Compliance. No action.
 - e. 706.1 Lecturer input on evaluation procedures – This was approved by the Senate Executive Committee to be reviewed by Senate on 3/30/23.
6. Updates on Section 600 Decisions, Approvals, Inquiries
- a. 606.1.1.b Adding materials to PIF – PP&R members reviewed the proposed revised policy and made further revisions. **MSP: The committee approved the policy changes to move forward to the Senate Executive Committee.**
 - b. 635.2.2 Ten-day candidate response – PP&R members deliberated recommending policy changes, but opted not to do so because the change considered was minor and would impact few faculty and then only in exceptional cases.
 - c. 702.6 Professional Responsibilities for Lecturers – No update. Will discuss this at the next meeting.
 - d. 633 Conflicting Recommendations – PP&R members reviewed the proposed changes to the policy. Additional revisions will be made and brought back for the committee’s consideration at the next meeting.
 - e. New December 1 PAF deadline and how it relates to Fall student evaluations being included in RTP review – Diane will email the committee several questions that have come to Faculty Affairs as a result of the 2023-24 Section 600 calendar, which was recently circulated, for discussion at the next committee meeting.
7. Department and College Personnel Procedures
- a. Accounting (TT) – The procedures indicate reliance on Section 600. **MSP: The committee approved the procedures.**
8. Other/New Business
- a. RTP Review form and PIF Guidance
Guest and MSEM Chair John Pan discussed an RTP review template from Cal Poly San Luis Obispo (AP 109 – Department Chair/Head). He suggested a similar form and process may be helpful for CSUN reviewers. PP&R members expressed doubts about implementation university-wide given the many differences among department procedures. However, an optional template for departments who rely only on Section 600 may be a good place to start; other departments could optionally consider using the form after tailoring it to meet their own criteria. Diane will draft a sample template for PP&Rs consideration at a future meeting.
9. Adjournment: The meeting adjourned at 4:55 pm. The committee's next meeting is scheduled for 1:00 pm on March 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
- d. 652 GRIF
- e. Guidelines for PP&R/CPC/DPC Elections
- f. Challenges in hiring faculty