

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 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, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Excused: Michael Hoggan

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

Staff Absent: None

Guest(s):

1. The Chair called the meeting to order at 1:01 pm.
2. Approval of Minutes
MSP: The committee approved the minutes from March 1, 2023.
3. Announcements
 - a. Exceptional Service to Students Awards (ESSA) – The subcommittee reported that 23 applicants were approved to receive awards. The full PP&R Committee approved the recipients in an email vote. Letters to applicants will be sent on Friday, March 17. The chair proposed that PP&R sponsor a showcase to highlight successful projects; the committee will discuss this further in the Fall.
4. Update on Section 600 Searches
 - a. Dean HHD – All four finalists have completed their campus visits. There is an upcoming meeting to discuss the feedback and the final report should be compiled soon.
 - b. Associate Dean COH – no update
 - c. Director of Career Center – Currently looking for dates for the initial charge meeting.
 - d. AVP of Undergraduate Studies – The Provost’s office has organized the first meeting for Friday, March 17, 1-3 pm.
5. Update on Adoption of Policy Recommendations
 - a. 622.5.2 Evaluating Associate Deans – to Senate 3/30/23
 - b. Section 600 preamble – to Senate Exec 4/6/23
 - c. DEI Language in Section 600 – The committee reviewed the document and considered a minor editorial change.
MSP: The committee approved the policy changes with minor editorial changes to move forward to the Senate Executive Committee.
 - d. 706.1 Lecturer input on evaluation procedures – to Senate 3/30/23
 - e. 606.1.1.b Adding material to PIF – to Senate Exec 4/6/23
6. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. 702.6 Professional Responsibilities for Lecturers – The subcommittee raised questions that were briefly discussed and will continue working on revisions.
 - b. 633 Conflicting Recommendations – The subcommittee relayed various viewpoints and will continue working on possible changes to this section as well as to related wording in 634

(Consultation).

- c. December 1st deadline and Fall SEFs – Diane raised four questions of concern that have come to Faculty Affairs by Department Chairs and others regarding the approved RTP calendar for next year. The committee members discussed the following: (1) If Fall 2023 SEFs are available by approximately January 10, can they be used as part of the departmental evaluations, since those are due to candidates on January 19? (2) If so, can one or both of the departmental reviewers amend their letters of recommendation (for better or worse) based upon Fall 2023 SEFs if the letter was already issued to the faculty member in December before the Fall 2023 SEFs were available? (3) Could a faculty member submit a Fall 2023 SEF along with a rebuttal if that document is available at the time of their 10-day response period? (4) Does the CPC need to approve the “late” addition of the Fall 2023 SEF to the PAF in cases where the addition of a Fall SEF would make a positive difference for a candidate? There was general agreement that faculty can request that a department-level recommendation letter be delayed until the Fall SEFs are available and that departments who make recommendations closer to the deadline can use available Fall SEFs. It was also generally agreed that faculty may submit a copy of their Fall SEFs with a rebuttal, if they so desire.
- d. Educational Equity Committee – Lindsay and Diane met with Jinah Kim from EEC on the topic of ensuring that the Administrative Manuals use inclusive language, especially with regard to transgender constituents. PP&R agreed to set up a subcommittee; Pat, Michael N., and Sylvia volunteered to participate.
- e. 652.4 GRIF – It was brought to the attention of Faculty Affairs that the GRIF deadline dates in the PP&R approved calendar did not match with the language in Section 652. The committee considered wording that would point the reader of the body of the Administrative Manual to the calendar for the correct application deadline dates in any given year. Other minor editorial changes were made (e.g., update of the name of Office of Research and Sponsored Programs and reference to an “application” rather than a “letter”). The changes were deemed editorial and not needing additional approval through the Senate.

MSP: The committee approved updates to Section 652.4 as minor editorial changes to be implemented in the 2023-24 Administrative Manual.

7. Department and College Personnel Procedures

- a. Cinema and Television Arts (CTVA) (TT) – Received cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the procedures.**
- b. Communication Disorders & Sciences (TT) Received the proposed changes to the departmental personnel procedures. Cover sheet pending. **MSP: The committee approved the procedures.**
- c. Child & Adolescent Development (TT) Received the cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the procedures contingent on the removal of duplicative section on student comments (part 4).**
- d. Child & Adolescent Development (LEC) Received the cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the procedures contingent on the removal of duplicative section on student comments (part 4).**
- e. Family and Consumer Sciences (TT) Received the cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the procedures.**

8. RTP Review Form – Diane shared an early draft of a possible RTP review form that could be used by Department Chairs who use Section 600 rather than their own specific personnel procedures. The Committee requested additional feedback from the Council of Chairs.

9. Other/New Business

- a. PIF Guidance – Diane shared that new probationary faculty have expressed concerns about the RTP process and have specifically requested additional guidance on PIF contents and formatting. Acknowledging that PIF contents and even formatting can vary by department, the committee explored whether there is more information that PP&R or Faculty Affairs can offer faculty. Members expressed that there appears to be a lack of mentoring in the PIF process as guidance should come from the departments and Department Chairs. Faculty Affairs will gather a

collection of questions to create a checklist or handout to assist 2nd-year faculty.

- b. 2023-24 PP&R Membership – The chair announced that her term on PP&R is ending and that because the committee elects a new chair each year, she wanted continuing members to consider running. Several representatives are needed from colleges for the next academic year and must be elected in time. Michael Neubauer, as Faculty President, will communicate to all Deans of respective colleges for nominations and elections.
10. Adjournment: The meeting adjourned at 3:37 pm. The committee's next meeting is scheduled for 1:00 pm on March 29, 2023, via Zoom.