

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 24, 2021 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: Tracy Buenavista, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang, Lindsay Brown

Members Absent: Maria Rosa Garcia-Acevedo, Margaret Roller (Excused)

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl & Letty Vargas, Recording Secretary

Staff Absent:

1. Chair called the meeting to order at 1:00pm
2. Approval of Minutes from March 3<sup>rd</sup>, 2021

The Committee reviewed the minutes for March 3<sup>rd</sup>, 2021 and acted on the following:

**MSP:** Approval of minutes of the March 3<sup>rd</sup>, 2021 meeting.

3. Announcements
  - a. **RTP/Interfolio Update**
    - i. The committee discussed a work-around that has been created to allow the reviewing agencies to see each other's reviews at the appropriate time. If they are not sent by email, deans' assistants may be contacted to ensure the copies are properly distributed.
  - b. **Deadline for RTP Appeals: March 22. Deadline for materials: April 2**
    - i. The committee discussed the timeline for RTP appeals, since the approved and published calendar allowed for more than 10 calendar days. The majority of those who filed appeals have submitted the required materials. Faculty Affairs will reach out to confirm whether additional materials will be submitted. Appeal meetings will be scheduled soon.
4. Updates on Section 600 Searches
  - a. **Associate Dean for Tseng College**
    - a. No updates
  - b. **Dean of Humanities**
    - i. No updates
5. RTP Appeals
  - a. RTP Interfolio Demo – *Albert time certain 1:05pm*
    - i. Albert provided the committee with instructions on how to access Interfolio and view appeal files. In particular, the committee discussed the requirement for all members to

review each appellants PAF and to complete the PAF certification form to verify they accessed the PAF.

- b. Forming subcommittees
  - i. PP&R created subcommittees who will be working on received appeals.

6. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Oral or Written Comments about Lecturers – 707 (Dennis, David, Judy )
  - i. Committee reviewed policy during meeting and made changes as needed.  
**MSP:** committee approved policy as amended; going forward to Senate Exec.
- b. CPC and DPC Term Limits/Opt-Out (Dino, George, Mary-Pat)
  - i. No updates.
- c. Faculty eligible for CPC and DPC (Dino, George, Mary-Pat)
  - i. No updates.
- d. Three-year faculty and annual application to pools – 709.1 (Tracy, Dino)
  - i. Committee reviewed policy during meeting and made changes as needed.  
**MSP:** committee approved policy as amended; going forward to Senate Exec.
- e. Assessing 700 for allowing email notifications for RTP (Mary-Pat)
  - i. No updates.
- f. Professional Expectations for Lecturers – (Model after 604)
  - i. No updates.
- g. Sabbatical Recommendations from the Dean – 672.2.12 (Michael, Maria)
  - i. No updates.
- h. Including Lecturer votes in Chair decisions – 622.6.2.c
  - i. Committee discussed the feedback from the different departments/colleges. The will of the faculty in the colleges at the current time is to not bring this item forward to Senate. Consequently, this item was tabled indefinitely.
- i. Lecturer Evaluations - 621.4.2b (Mary-Pat)
  - i. No updates.

7. Policy items forwarded to Senate Executive Committee and Senate

- a. Canvas access for peer observation – 612.5.2.c.2, 706.3.1
  - i. Was approved by Senate Executive Committee. Going for Presidential review.
- b. Consulting with faculty and students – 607.2.3, 634.1-3
  - i. Going to Senate Executive Committee
- c. Clarification of timeline for implementing changes in Section 700 (706.2)
  - i. Going to Senate Executive Committee
- d. 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. Going to Senate Executive Committee
- e. Consulting with faculty and students – 613.1, 612.5.2.c.4 (Mary-Pat, Lindsay, Maria)
  - i. Going to Senate Executive Committee
- f. Section 600 for allowing email notifications for RTP (Mary-Pat)

- i. Going to Senate Executive Committee
- 8. Department and College Personnel Procedures
  - a. No personnel procedures were reviewed.
- 9. Other/New Business
  - a. Exceptional Service to Students Awards – **due date March 30<sup>th</sup>**
  - b. Emeritus – **due to Faculty Affairs on March 22**
    - i. There have been 14 submissions to date. The submissions will be placed in Box for review so decisions can be made at the next meeting (4/7).
- 10. Adjournment – Meeting adjourned at 2:36pm. The next meeting of the Committee is scheduled for 1:00 pm on April 7<sup>th</sup>, 2021 via Zoom.