

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 7, 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, Maria Rosa Garcia-Acevedo, Margaret Roller

Members Absent:

Staff Present: Diane Guido, Executive Secretary, Letty Vargas, Recording Secretary

Staff Absent:

1. Chair called the meeting to order at 1:00pm
2. Approval of Minutes from March 24, 2021  
The Committee reviewed the minutes of March 24, 2021, and acted on the following:  
**MSP:** Approval of minutes of the March 24, 2021 meeting.
3. Announcements
  - a. **RTP/Interfolio Update** - Guido explained the next stages of the ongoing ePAF digitization initiative.
4. Provost's Update  
The Provost discussed with the committee ideas for adjusting the timeline of evaluations for new MPPs, biases in student evaluations, and her support for significant changes to the Search and Screen manuals based upon the work of the Faculty Equity Advocates.
5. Emeritus Nominations and Decision
  - a. The Committee reviewed the Emeritus nominations and determined recommendations to be sent to the President.
6. Update on Section 600 Searches
  - a. **Associate Dean for Tseng College**
    - i. There is a current search for a new Associate Dean to start in Fall 2021.
  - b. **Dean, College of Humanities**
    - i. No Updates.
7. Updates on Section 600 Decisions, Approvals, Inquiries
  - a. Three-year faculty and annual application to pools – 709.1 (Tracy, Dino) – Committee agreed to adjust the placement of the new language so that it falls under 709.1. This may be moved forward to the Senate Executive Committee.
  - b. Range Elevation Timeline 712.2.2.b.2 (Time Sensitive, ask to waive first reading)
    - i. **MSP:** Committee approved policy as amended; will ask to be expedited and move to second reading.

- c. CPC and DPC Term Limits/Opt-Out (Dino, George, Mary-Pat)
    - i. No Updates.
  - d. Faculty eligible for CPC and DPC (Dino, George, Mary-Pat)
    - i. No Updates.
  - e. Assessing 700 for allowing email notifications for personnel matters (Mary-Pat) (Time Sensitive, ask to waive first reading)
    - i. **MSP:** Committee approved policy as amended; will ask SEC to expedite to a second reading at Senate.
  - 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. Lecturer Evaluations - 621.4.2b (Mary-Pat)
    - i. **MSP:** Committee approved policy as amended; going forward to Senate Exec.
  - i. Consulting with faculty and students – 634.1-3
    - i. Suggestions from senate at first reading to be considered at next meeting. No updates.
8. Update on Adoption of Policy Recommendations
- i. **First Reading at Senate (April 8)**
    - i. Consulting with faculty and students – 607.2.3
    - ii. 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).”
    - iii. Consulting with faculty and students – 613.1, 612.5.2.c.4
    - iv. Section 600 for allowing email notifications for RTP – 612.5.2.c.2.a.iii and 635.2.2
    - v. Clarification of timeline for implementing changes in Section 700 (706.2)
  - b. **Going to Senate Exec (April 22)**
    - i. Written Comments about Lecturers – 707
9. Department and College Personnel Procedures
- a. **Review the personnel procedures for the following departments:**
    - i. Elementary Ed
      - 1. Sent back to department for edits.
    - ii. Secondary Ed
      - 1. **MSP:** Committee approved the department post tenure review procedures as amended.
    - iii. Educational Psych and Counseling
      - 1. Sent back to department for edits.
    - iv. Communication Studies
      - 1. Sent back to department for edits.
    - v. Social Work
      - 1. Sent back to department for edits.
    - vi. Urban Studies and Planning
      - 1. **MSP:** Committee approved the department post tenure review procedures as amended.
    - vii. Health Science
      - 1. Sent back to department for edits.

- viii. Health and Human Development
  - 1. Sent back to department for edits.
- ix. College of Business

10. Other/New Business

- a. Exceptional Service to Students Awards – **due date March 30**
  - i. Deadline was extended to Wednesday, April 7
  - ii. Deadline to notify awardees, Friday, April 16
- b. RTP Appeals
  - i. The committee should be finished with decisions by May 3.

11. Adjournment – Meeting adjourned at 3:24pm. The next meeting of the Committee is scheduled for 1:00pm on April 14, 2021 via Zoom.

*As of 04/14/2021*