

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 27, 2022 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: Pat Alford-Keating, Tamarah Ashton, Lindsay Brown, Tracy Buenavista, Debi Choudhary, Dennis Halcoussis, Michael Hoggan, Sylvia Macauley, Peggy Roller, Dino Vrongistinos, George Wang, Michael Neubauer

Members Absent: Henrik Minassians

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

Staff Absent: None

Guests: Matt Cahn, Elena Miranda

1. The Chair called the meeting to order at 1:03 pm.

2. Approval of Minutes

**MSP:** The minutes from April 20, 2022, were approved.

3. Announcements

- a. D. Guido has received several requests for delay of post-tenure review (PTR). She is advising faculty that it is not an arduous process and should be completed on time in order to remain in compliance with the Collective Bargaining Agreement. Requests for exceptions to the timeline will be brought to PP&R for review of extenuating circumstances. L. Brown suggested including the PTR process and calendar in the Fall RTP roadshows.

4. RTP appeals -The Committee met in Executive Session to discuss appeals.

5. Exceptional Service to Students Award – No update.

6. Update on Section 600 Searches

- a. Dean for College of Humanities – No update.
- b. Vice President of Information Technology – M. Cahn discussed the recruitment process for the position of VP Information Technology & Chief Information Office Search including search committee members, basic details on recruitment, and the screening process. He provided a written search committee report for PP&R to review and approve.  
**MSP:** PP&R members approved the search report for the Vice President of Information Technology.
- c. Dean for College of Health and Human Development – S. Macauley provided an update, noting concern by fellow search committee members that their requests for edits to the

position announcement were not implemented. The committee asked L. Brown to request a final copy of the position announcement for a second review by PP&R.

7. Updates on Section 600 Decisions, Approvals, Inquiries - None
8. Update on Adoption of Policy Recommendations
  - a. 645.4 Periodic Review of Tenured Faculty – Going to Senate May 5, 2022
  - b. 622.6.5 – Appointment of Acting Department Chairs – Going to Senate May 5, 2022
  - c. 621.4.2b Lecturer Evaluations – Going to Senate May 5, 2022

**MSP:** The committee voted to approve additional revisions.

  - d. 612.2.3 – Dual Service – Going to Senate May 5, 2022
  - e. 604.2 Professional Responsibility – Textbooks - Going to Senate May 5, 2022
9. Department and College Personnel Procedures
  - a. Department of Mechanical Engineering –Tenure Track (awaiting signatures)
  - b. Department of Mechanical Engineering –Lecturer (awaiting signatures)
  - c. Department of Chicana and Chicano Studies – Tenure Track

**MSP:** The committee voted to approve the revised personnel procedures (CHS only).

  - d. Department of Gender and Women’s Studies – Tenure Track
  - e. Department of Mechanical Engineering – Post Tenure (awaiting signatures)
10. Faculty Hiring Toolkit – S. Macauley and E. Miranda presented an outline of changes to the tenure-track hiring process. The current *Search and Screen Manual* will be replaced with a Toolkit, which is a color-coded, step-by-step guide with appendices of resources. PP&R committee will review before next week and vote on its approval.
11. Standard Operating Procedures (PP&R Bylaws) (Peggy, Tracy, Lindsay) – No updates.
12. Other/New Business - None
13. Adjournment - The meeting adjourned at 5:05 pm. The next meeting is scheduled for 1:00 pm May 4, 2022.