

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 4, 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, Sylvia Macauley, Peggy Roller, Dino Vrongistinos, George Wang, Michael Neubauer, Henrik Minassians, Michael Hoggan

Members Absent:

Staff Present: Anita Mendoza, Recording Secretary

Staff Absent: Diane Guido, Executive Secretary

Guests: Barrett Morris, Elena Miranda

1. The Chair called the meeting to order at 1:07 pm.

2. Approval of Minutes

**MSP:** The minutes from April 27, 2022, were approved.

3. Announcements

- a. L. Brown discussed the post-tenure review (PTR) extension. The chair of a department in Math & Science requested a one-year PTR extension for a candidate on the grounds that they were not notified until the dean informed them of a delinquency. They were given other options, such as completing a brief review, but ultimately requested an extension. PP&R voted by email and granted it. Post-tenure review (PTR) will be addressed in the RTP roadshows also advising to develop their own department calendar with due dates.
- b. L. Brown discussed outgoing and incoming PP&R members. A chair will be elected at the final meeting on May 18.
- c. L. Brown discussed appeals advised that letters were uploaded into Interfolio and L. Vargas sent letters to candidates.

4. Exceptional Service to Students Award

T. Buenavista and S. Macauley discussed and presented the Exceptional Levels of Service to Students Awards document (suggestions and best practices for next year). Some of the proposed changes that are for clarification. The award is announced in 3 places: Faculty

Affairs website, PDF form, and two-page application form. Some of the proposed changes that are being offered is to create better alignment between sources. T. Buenavista will make more adjustments prior to the vote at the next meeting.

5. MSEM PTR policies

The acting Department Chair of MSEM has raised concerns about their current post-tenure review (PTR) policies approved by PP&R two years ago. They are not due to be reviewed for another year, but the concern is that the current policies allow potential grievances.

The matter was discussed and acknowledged that it is best to follow standard procedures. If a review determined that procedures were out of compliance, an audit and correction would be applicable. There may be time constraint issues for a review process. Committee members are in agreement and suggest that it is the department's responsibility for drafting PTR procedures in alignment with Section 600 and the CBA.

6. Update on Section 600 Searches

a. Dean for College of Humanities

- i. Announced that Dr. Jeffrey Reeder will serve as Dean of the College of Humanities effective August 1, 2022

b. Vice President of Information Technology

No update.

c. Dean for College of Health and Human Development

S. Macauley reported that the committee had not met since the last PP&R meeting, but they are scheduled to meet on May 5th. Committee members representing the college noted that since April 22nd when they submitted their feedback on the MVA, there had not been an update on suggested revisions until May 2<sup>nd</sup>, other than a message to indicate the provost would ultimately decide on revisions. The committee was neither provided with an updated MVA from the Provost nor was it informed of which of the committee's changes were accepted until May 2nd. The committee had formally requested that PP&R review the MVA and vote again. But based on the current search manual, it is not possible for PP&R to re-vote or re-approve the MVA.

7. Updates on Section 600 Decisions, Approvals, Inquiries - No updates

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  
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 Gender and Women's Studies – Tenure Track

**MSP:** The committee voted to approve the revised personnel procedures

10. Faculty Hiring Toolkit (Elena Miranda, Sylvia Macauley, Barrett Morris (time certain 2:30)

S. Macauley and E. Miranda, and B. Morris presented and provided responses to committee members' comments regarding the hiring toolkit and appendices.

Suggested changes and edits will be made and returned for review and final vote by the committee.

11. Standard Operating Procedures (PP&R Bylaws) (Peggy, Tracy, Lindsay) - No updates

12. Adjournment - The meeting adjourned at 4:13 pm. The next meeting is scheduled for 1:00 pm May 11, 2022.