

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 18, 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, Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Sylvia Macauley, Peggy Roller, Dino Vrongistinos, Michael Neubauer, Henrik Minassians, Michael Hoggan, Debi Choudhary, George Wang

Members Absent: Tamarah Ashton

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

Staff Absent: None

Guests: Provost Mary Beth Walker, Jeffrey Wiegley, Franck Vigneron, Setareh Torabian-Riasati, Paulo H Marchetti

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

2. Approval of Minutes

MSP: The minutes from May 11, 2022, were approved.

3. Announcements – None

4. Provost's Report

The Provost noted that the RTP files this year were strong overall and included impressive research. She also noted that faculty frequently have very low response rates to student evaluations and she hopes faculty can find ways to encourage additional student participation so their voices can be heard. In executive session, she also discussed the pending RTP appeals in detail, consulting with committee members in areas of possible disagreement, per Section 660.4.2.b.

5. Introduction of new members and vote on PP&R Chair for 2022-2023

a. New members include:

Wiegley, Jeffrey (Computer Science) College of Engineering & Computer Science
Vigneron, Franck (Marketing) David Nazarian College of Business and Economics

Torabian-Riasati, Setareh (Family Consumer Sciences) College of Health & Human Development

Marchetti, Paulo H (Kinesiology) College of Health & Human Development

b. The committee elected Lindsay Brown to continue as PP&R Chair in 2022-23.

6. Update on Section 600 Searches

a. Dean for College of Health and Human Development

S. Macauley reported that the Search and Screen Committee met with the Provost and reviewed the MVA. The Provost agreed with most recommendations and revised the MVA. The committee will meet next to create an evaluation rubric.

7. Updates on Section 600 Decisions, Approvals, Inquiries

a. 645.4 Periodic Review of Tenured Faculty

MSP: The committee approved additional changes to the policy. It will be sent to Senate Exec in the new year.

b. 612.2.3 – Dual Service – The committee discussed possible edits and will take this up again in the new year.

8. Update on Adoption of Policy Recommendations

a. 622.6.5 – Appointment of Acting Department Chairs – Pending second senate exec reading

b. 604.2 Professional Responsibility – Textbooks - Pending second senate exec reading

9. Department and College Personnel Procedures

a. Department of Mechanical Engineering – Tenure Track, Lecturer, Post-Tenure

These three documents have been reviewed by PP&R and by the Department, but are still pending final approval by the CPC and Dean.

MSP: The committee voted to conditionally approve the three Mechanical Engineering personnel procedures (post tenure, lecture, tenure track policies), pending the final approval of the CPC and Dean.

b. College of Social & Behavioral Sciences – Tenure Track

The committee reviewed the CSBS Personnel Procedures which focus on the composition and election of the CPC. A few minor changes were noted.

MSP: The committee approved the procedures with revisions.

10. **Action Item:** Faculty Hiring Toolkit (Sylvia Macauley)

S. Macauley presented the revised version (V6) of the tenure-track faculty hiring toolkit. The committee made additional recommendations including a timeline adjustment and a list of acronyms.

MSP: The committee approved the Faculty Hiring Toolkit with revisions.

11. Other/New Business

L. Brown presented a PowerPoint of 2021-2022 overview of PP&R accomplishments and thanked the committee members for their excellent service this year. She also noted the following as pending items for next academic year:

- a. Guidelines for CPC/DPC Elections (Dino, Michael N., Tamarah)
- b. 702.6 Professional Responsibilities for Lecturers
- c. 708.1 Equal Employment Opportunity Policy
- d. 621.4.2b and elsewhere Equity & Diversity Statement
- e. Revise Committee Eligibility Chart
- f. Personnel policy review training in the fall
- g. 660.4 Adding peer observations and SEFs at appeal or rebuttal
- h. 612.2.3 – Dual Service

12. Adjournment - The meeting adjourned at 4:04 pm. The next meeting is scheduled for 1:00 pm on Wednesday, August 31, 2022.