

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING August 31, 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, Michael Hoggan, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Absent: None

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

Staff Absent: None

Guests: Mary Beth Walker

1. The Chair called the meeting to order at 1:02 pm.
2. New members were introduced. An additional vacancy for the College of Science and Math position should be filled in the near future.
3. Approval of Minutes
MSP: The committee approved the minutes from May 18, 2022.
4. Announcements
 - a. The committee was advised of the PP&R meeting schedule for the academic year.
 - b. Members are encouraged to attend the RTP “Road Shows” session for their college; the invitation will be re-sent to all members.
 - c. The calendars for the 2022-2023 academic year have been finalized and posted on the Faculty Affairs website: 2022-23 Academic Year Calendar of Personnel Procedures, Range Elevation Calendar and Visual Calendar. The updated Administrative Manuals (Sections 600 and 700) are also updated and located on the website.
 - d. Copies of Section 600/700 will be ordered and made available to PP&R members upon request.
 - e. A Senate Exec Liaison to PP&R has not yet been appointed.
 - f. The Chair reviewed the Committee Workload Spreadsheet which will help to ensure an equitable distribution of committee responsibilities throughout the academic year.

- g. The Chair noted that she had approved the posting of the position description for the Interim Associate Dean in the Mike Curb College of Arts, Media, and Communication, per the Search and Screen Manual procedures.

5. PP&R Annual Report

MSP: The 2021-22 Annual Report for this committee was reviewed and approved.

6. Emeritus Application Review

The committee voted to approve an additional emeritus application that was submitted in 2021. The application was initially delayed due to a question about eligibility; it was subsequently delayed due to an oversight in the Office of Faculty Affairs. The committee agreed that this candidate would be recorded as having been part of the Spring 2022 emeritus approval process and will be recommended to the President for emeritus status beginning Fall 2022.

MSP: The committee approved recommending emeritus status for one late application to the President.

7. Search and Screen Manual for Academic Administrative Positions 2022-2023

The committee was asked to review and make suggested changes to a draft version of a 2022-23 manual. It will be discussed in more detail at the next committee meeting.

8. Update on Section 600 Searches

- a. Provost: The search is ongoing.
- b. Athletics Director: Final interviews are being held this week.
- c. Associate Vice President for Undergraduate Studies: Debi Cours was appointed as the interim AVP; Kandace Harris was appointed as the interim Assistant Vice President

9. Update on Adoption of Policy Recommendations

- a. 604.2 Professional Responsibility – Textbooks - Pending second Senate Exec reading
- b. 622.6.5 Acting Chair Appointments - Pending second Senate Exec reading
- c. 645.4 Post-Tenure Review – Pending second Senate Exec reading
- d. 612.2.3 Dual Service – The committee reviewed suggested changes made at the May PP&R meeting.

MSP: The committee approved edits to this policy and sends it forward to SEC for their review.

10. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Eligibility for Service and Personnel Related Activities (chart)

The committee discussed footnote #9 which has no connection to policies in Section 600. At issue is whether PP&R members may conduct peer class observations. The committee opted to uphold the footnote as it stands for now and to revisit this and other sections of the chart in the future.

MSP: The committee voted to uphold the current wording of footnote #9 on the committee eligibility chart.

- b. 660.4 Adding Peer Observations and SEFs at Appeal or Rebuttal: Not discussed
- c. 612, 672: Clarification of DPC Membership when DPC serves as sabbatical committee. At issue is whether faculty who are eligible for a sabbatical may serve on the DPC in instances when the DPC doubles as the Sabbatical Leave Committee. Members noted that it would be problematic to excuse all sabbatical-eligible faculty from the DPC and therefore they should be eligible to run and be later recused for the sabbatical application process.
MSP: The committee voted to approve the interpretation of the Administrative Manual that those eligible for sabbatical can serve on DPCs. They would later need to recuse themselves for the sabbatical application review process if that committee later serves as the Sabbatical Leave Committee.

11. Department and College Personnel Procedures – Not discussed.

- a. 2022-23 Schedule of Review
- b. Subcommittees to Review Department and College Personnel Procedures
- c. Training

12. Executive Session: Discussion with the Provost regarding RTP and other matters

13. Review of PP&R Documents: Not discussed

- a. FAQs about electronic PIF
- b. Guidelines for Review of Department and College Personnel Procedures
- c. Guidelines for developing/revising Department and College Personnel Procedures
- d. Bylaws

14. Pending items for 2022-2023: Not discussed

- a. Guidelines for CPC/DPC Elections
- b. 702.6 Professional Responsibilities for Lecturers
- c. 708.1 Equal Employment Opportunity Policy
- d. 621.4.2b and elsewhere re: Equity and Diversity statement

15. Other/New Business: None

16. Adjournment: The meeting adjourned at 4:03 pm. The committee's next meeting is scheduled for 1:00 pm on September 14, 2022, via Zoom.