

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 14, 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: 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: Pat Alford-Keating

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

Staff Absent: None

Guests: Will Garrow, Aimee Glocke, Julia Heinen

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

2. Approval of Minutes

**MSP: The committee approved the minutes from August 31, 2022.**

3. Announcements

- a. The “Process for Gathering Faculty and Student Comments for Faculty Evaluation” flowchart was reviewed by the committee. In addition, a PP&R presentation from the Chairs and Deans Retreat has been made available to the committee in its BOX folder.

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

The draft manual was presented to committee members for review. The committee discussed various sections of the manual and suggested changes. The committee will vote on the revised manual at the next meeting, once revisions have been made in the final form.

5. Update on Section 600 Searches

- a. Provost – Screening interviews are taking place this week; on-campus interviews are anticipated in early October.
- b. Athletics Director –A sub-committee of PP&R met on 9/8/22 and reviewed a copy of the search report. They voted to accept the search procedures.
- c. Interim Associate Dean AMC – The search is moving forward quickly since the position is currently vacant; it is open to internal CSUN candidates only.

d. Dean HHD – no update

6. Update on Adoption of Policy Recommendations

- a. 604.2 Professional Responsibility – textbooks - This policy recommendation passed at the 9/8/22 Senate Executive Committee meeting and will be placed on the 9/22/22 agenda of the Senate for a vote.
- b. 622.6.5 Acting Chair Appointments - This policy recommendation was rejected at the 9/8/22 Senate Executive Committee meeting. Additional changes were considered.  
**MSP: PP&R approved the nomination of Henrik, Jeffrey, and Lindsay as a subcommittee to review the policy, consider comments from the Senate Executive Committee, and suggest additional changes.**
- c. 645.4 Post-Tenure Review – This policy recommendation passed at the 9/8/22 Senate Executive Committee meeting and will be placed on the 9/22/22 agenda of the Senate for a vote.
- d. 612.2.3 Dual Service – This policy recommendation passed at the 9/8/22 Senate Executive Committee meeting and will be placed on the 9/22/22 agenda of the Senate for a vote.

7. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Eligibility for Service and Personnel Related Activities (chart)  
**MSP: Committee members elected the subcommittee of Tracy and Tamarah to consider edits to this chart and to bring back the proposal to PP&R.**
- b. 660.4 Adding Peer Observations and SEFs at Appeal or Rebuttal --  
No update
- c. 622.5.2 Evaluating Associate Deans  
**MSP: Committee members elected the subcommittee of Michael H. and Franck to review questions regarding this policy and to consider whether additional edits are needed.**

8. Department and College Personnel Procedures

- a. 2022-23 Schedule of Review - The full slate of procedures requiring review this academic year can be found in the PP&R BOX folder.
- b. Subcommittees to Review Department and College Personnel Procedures – The subcommittees for review are included in a document in the PP&R BOX folder.
- c. Training - Committee members reviewed the process of approving department and personnel procedures. Faculty Affairs will send out a notice to each department and college that are scheduled for review. Subcommittees should receive documents in Word format (for ease of editing) as well as signed cover sheets. When the subcommittee believes the procedures are near final, they should be included in the PP&R agenda for full committee approval. Tracy has drafted a sample letter that committee members may send to departments/colleges under review.
- d. Marketing Department (Tenure Track & Lecturers) - Committee members reviewed proposed changes to these two sets of personnel procedures. Some suggestions were made; the final procedures will come back to PP&R for a vote after departmental review.

9. Community Engagement in Personnel Procedures, Guest: Julia Heinen  
Guest Heinen initiated a conversation about how best to encourage and support community engagement, one of the facets of Teaching Effectiveness per 632.3.3. Her goal is to encourage the inclusion of community engagement in personnel procedures. Lindsay suggested sharing this information at the RTP road shows with the option for subcommittees to share with their respective departments and colleges whose policies are under review.

10. RTP Calendar 2022-23 – (Guests: Aimee Glocke, Will Garrow)

Guests Glocke and Garrow expressed concern about the date change to the RTP calendar for 3–6-year candidates (namely, the start of the department-level review on December 1 rather than mid-January). Although not opposed to change, currently, faculty are running into timing and workload issues. They requested consideration of an alternate timeline for this year.

Committee members discussed the advantages and disadvantages of making a change to the RTP calendar. They are amenable to making a change, but also wish to keep the December 1 date for future years. A suggestion was made to establish the 2023-24 RTP calendar in late Fall so that there is adequate advance notice for next year's RTP candidates.

**MSP: PP&R approved a change to the calendar for this year with the date of January 13 for the latest date for departmental RTP review to begin. This motion allows department deliberations for 3–6-year faculty and those seeking promotion and tenure to begin no later than January 13. Deliberations will still need to conclude by January 20 or earlier. Faculty not on 12-month contracts are not expected to work during the winter break; such would only be done on a voluntary basis. This is a transition year, and moving forward, it is anticipated that the date will be December 1.**

11. 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. PP&R Standard Operating Procedures (SOP)

12. 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

13. Other/New Business: None

14. Adjournment: The meeting adjourned at 4:28 pm. The committee's next meeting is scheduled for 1:00 pm on September 28, 2022, via Zoom.