

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 28, 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, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Absent: Michael Hoggan

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

Staff Absent: None

Guest: Mary Beth Walker

1. The Chair called the meeting to order at 1:02 pm.

2. Approval of Minutes

MSP: The committee approved the minutes from September 14, 2022.

3. Announcements

- a. FAQs about electronic PIF – There are resources available to PP&R and all faculty on the Faculty Affairs website.
- b. PP&R Standard Operating Procedures (SOP) – These are now posted on the PP&R website.
- c. Roadshow Updates – There is some interest in centrally-determined university-wide PIF submission deadlines, as opposed to departments setting deadlines

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

MSP: The committee approved the Search and Screen Manual for Academic Administrative Positions 2022-2023.

5. AVP of Institutional Effectiveness

Provost Mary Beth Walker joined the PP&R meeting to discuss the AVP of Institutional Effectiveness MPP position. This new position would provide leadership for institutional effectiveness, Creating an overview of three different areas: traditional institutional research, analytics, and assessment. The committee discussed concerns and suggested edits to the proposed MVA.

MSP: The committee approved the MPP position of AVP of Institutional Effectiveness with recommended changes in the MVA related to the terminal degree and separating preferred and required qualifications.

6. Update on Section 600 Searches

- a. Provost - Six candidates are coming to campus between October 3 and 10 for interviews.
- b. Interim Associate Dean AMC - The job ad has been posted and applications will be reviewed after September 26.
- c. Dean HHD - No update.

7. Update on Adoption of Policy Recommendations

- a. 604.2 Professional Responsibility – textbooks
The committee was advised that the policy passed Senate with the addition of “whenever possible”.
- b. 645.4 Post-Tenure Review – Results of Senate vote
The committee was advised that the policy passed.
- c. 612.2.3 Dual Service – Results of Senate vote
The committee was advised that the policy passed.

8. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Eligibility for Service and Personnel Related Activities (chart)
-no update
- b. 622.5.2 Evaluating Associate Deans
The subcommittee shared proposed revisions with the committee, and additional edits were proposed.
MSP: The committee approved multiple edits to this policy to clarify the evaluation process for associate deans.
- c. 622.6.5 Acting Chair Appointments
The subcommittee shared proposed revisions and the committee discussed possible wording. Additional discussion is needed.
MSP: The committee approves sending the draft changes back to the subcommittee for additional consideration.
- d. 660.4 Adding Peer Observations and SEFs at Appeal or Rebuttal
The committee discussed past issues and whether changes to this section should be considered to provide additional clarity and fairness. The Committee determined that it is appropriate to create a subcommittee to review the matter.
MSP: The committee voted to elect Henrik and Jeffrey as the subcommittee to review this policy.

9. Department and College Personnel Procedures

- a. 2022-23 Schedule of Review and Guidelines – Faculty Affairs sent a reminder to all departments and colleges scheduled for review this academic year. PP&R members on subcommittees are encouraged to reach out to DPC chairs to facilitate the review process

and update the spreadsheet in Box to track the process

- b. **Action Item:** Marketing (Tenure Track & Lecturers)
MSP: The committee reviewed and approved the Department of Marketing section 600 (Tenure Track) and section 700 (Lecturers) Personnel Policies.
- c. Community Engagement in Personnel Procedures – The Chair noted that she has been mentioning this topic in RTP roadshows to encourage departments to consider community engagement and high impact instructional practices, as appropriate, as they propose revisions to their personnel procedures.

10. Pending items for 2022-2023

- a. Guidelines for CPC/DPC Elections
MSP: The committee voted to postpone this item.
- b. 702.6 Professional Responsibilities for Lecturers
This item is a carry-over from last year. The committee suggested the involvement of lecturers in the conversation. Michael N. will communicate with senate members to request volunteers.
- c. 708.1 Equal Employment Opportunity Policy
This item does not require action at this time, but will need to be re-visited when FECRs expand their scope of responsibility from tenure-track hiring to lecturer hiring.
- d. 621.4.2b and elsewhere re: Equity and Diversity statement
The committee discussed the scope of change needed; should there be an aspirational statement at the beginning of Section 600 in lieu of individual short statements throughout it? No action was taken, and the committee will continue to discuss.

11. Other/New Business: Michael N. noted that some faculty are anxious about the clarification on written statements during RTP reviews and the recent flowchart that was developed to clarify the process. This will be a topic of discussion at the upcoming Senate Executive Committee meeting

12. Adjournment: The meeting adjourned at 4:41 pm. The committee's next meeting is scheduled for 1:00 pm on October 12, 2022, via Zoom.