

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 17, 2018 APPROVED BY COMMITTEE October 31, 2018  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Maria Rosa Garcia-Acevedo, Lynn Lampert, Lesley Krane, David Moguel, Sean Murray, David Russell, Judy Schmidt-Levy, William Whiting, Jeff Wiegley

Members Absent: Vicki Ebin, Rosa RiVera-Furumoto, Kenneth Lee, Mary-Pat Stein

Visitors: None.

Staff Present: Sheila Grant, Executive Secretary Designee, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Wiegley called the meeting to order at 1:29 p.m.

2. Approval of Minutes for October 3, 2018

The Committee reviewed the minutes for October 3, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting October 3, 2018 be approved as amended pending recommended changes.

Passed unanimously.

3. Announcements

Murray announced to the Committee that he is conducting a workshop for CFA on creating PIFs for 2<sup>nd</sup> year faculty. Another workshop is being offered next week for 3-6 year probationary faculty.

Carvajal announced that the second Faculty Hiring Workshop will be held on Monday, October 29, 2018.

Carvajal announced to the Committee that there is a second day of training for ePIFs with Interfolio on Thursday November 8, 2018.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Wiegley and Schmidt Levy updated the committee that candidates have been selected for on-campus interviews. The on-campus interviews will be held in the early spring 19 semester.

B. Dean, Michael D. Eisner College of Education

No update.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry from Environmental and Occupational Health Dept. Chair on timing of peer class visits for inclusion in RTP review of faculty

Wiegley updated the Committee on an inquiry from the Department Chair of Environmental and Occupational Health (EOH) on a question of when peer class visits should be conducted to meet the requirement that they be done in time for the annual personnel review. The response is that visitations can be done in either the Fall or Spring semester, but the department should do what is best for the candidate. For the EOH department, because they require three peer class visits, then it is recommended for the DPC to do at least one of the class visits in the Fall. The Section 600 subcommittee will consider reviewing Section 612.5 to see if a revision is needed for clarity.

6. Department and College Personnel Procedures

A. Our role in reviewing Personnel Procedures

Wiegley and other committee members gave tips to the new members about PP&R's role in reviewing department and college personnel procedures. Committee members will reach out to DPC chairs of the departments due for review. Wiegley will send an introductory email to all departments to introduce each liaison.

B. Review of PP&R Documents

i. Guidelines for Developing/Revising Department and College Personnel Policies and Procedures

Section 612.5.2.c will be looked at by the Section 600 subcommittee about the requirement that each department shall have on record its approved personnel procedures "and applicable". The Committee would like that the personnel procedures be centrally located to the PP&R website.

Committee made edits to the Guidelines for Developing/Revising Department and College Personnel Policies and Procedures. After discussion, the Committee acted on the following motion:

**MSP:** That the Guidelines for Developing/Revising Department and College Personnel Policies and Procedures be approved as amended.

Approved.

ii. Guidelines for Review of Department and College Personnel Procedures

The Committee reviewed the Guidelines for Review of Department and College Personnel Procedures document and suggested changes.

**MSP:** That the Guidelines for Review of Department and College Personnel Policies and Procedures be approved as amended.

Approved.

iii. Guidelines for Developing/Revising Personnel Procedures (internal to PP&R)

The Committee reviewed the Guidelines for Developing/Revising Personnel Procedures (internal to PP&R) document. The Committee made edits.

**MSP:** That the Guidelines for Developing/Revising Personnel Procedures document (internal to PP&R) be approved as amended.

Approved.

iv. EPIFS FAQs about Professional Information Files

The Committee reviewed the EPIFS FAQs about Professional Information Files document. The Committee made edits.

**MSP:** That the EPIFS FAQs about Professional Information Files document be approved as amended and pending forthcoming graphics from Murray.

Approved.

Stein will be providing a PIF FAQs document for Lecturers. It will be distributed via email to the Committee to vote and to then make it available for the campus.

7. Review of 2017-18 Annual Report

The Committee reviewed the annual report for the 2017-18 Academic Year. After discussion, the Committee acted on the following motion:

**MSP:** That the 2017-18 Annual Report be approved as amended.

Approved.

8. Discussion: Emeritus Status

A. Continuation from last AY

- B. Encouraging Deans to Review PAF as part of Review;
- C. if so, need to revise Emeritus Nomination Form

The Committee continued discussion from last academic year whether to require Deans to review the PAF for emeritus nominees, before approving emeritus nominations. The discussion will continue further at a later meeting pending research into the accessing of PAFs to determine if a faculty member is eligible for the award.

Grant will contact the Chancellor's Office to see if there is a systemwide discussion on emeritus procedures and eligibility. Murray will also contact CFA representatives as well.

9. Updates on Pending Matters

A. Section 600/700 Subcommittee

Murray is working on revisions to the GRIF section in Section 600 and will share with the subcommittee for feedback. The revised section will come to the Committee at the next meeting.

B. Standard Operational Procedures (SOP) Subcommittee

The subcommittee needs to research other SOP from other committees. This item will on the agenda for the next meeting.

10. Table for Eligibility for Service in Personnel related activities.

The Committee received a question about eligibility to serve on a personnel committee as a FERP faculty member. The discussion will be continued at a following meeting.

11. Other/New Business

Murray shared with the Committee that he received a request that the 10-minute tutorial video for faculty submitting ePIFs, that he created last year, be captioned. The video is currently being captioned. Murray will also make another tutorial video for reviewers. The Office of Faculty Affairs has offered to cover the costs for captioning.

Grant shared with the Committee that the Office of Faculty Affairs was just notified that a deadline in the 2018-19 Calendar of Personnel Procedures falls on a day that the campus is closed for Veterans' Day. The deadline is:

**“November 12 (Mon) or earlier** - College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to applicants. Copies of the applications and written evaluations are not forwarded to the Dean until seven calendar days after the original letters are forwarded.”

After discussion, the Committee acted on the following:

**MSP:** That the Monday, November 12 deadline be moved to Tuesday, November 13.

Approved.

The updated calendar will be posted to the website with the following notice: Calendar Revised 10/17/18 to reflect Veterans Day Holiday closure.

12. Adjournment

The meeting was adjourned at 4:48 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on October 31, 2018 in UN 277.