

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 26, 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, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Franck Vigneron, Jeffrey Wiegley

Members Absent: Setareh Torabian-Riasati

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

Staff Absent: None

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

2. Approval of Minutes

MSP: The committee approved the minutes from October 12, 2022.

3. Announcements

- a. Recusal of Department Chairs in RTP Process – There have been several inquiries about how to manage Chair recusals in the RTP process; there is no provision for a substitute chair in Section 600 and that step is simply omitted.
- b. Peer Observation of Tenured Faculty – It was noted that peer observations are connected to RTP reviews in Section 600 and it appears that there is no mechanism in Section 600 to conduct a peer review of a faculty member after they are tenured. Department Chairs may request this be added to their Department Personnel Procedures. This may be added to PP&R’s “Guidelines for Review of Personnel Procedures” document in the future as an item to consider as a complement to Section 600.

4. Update on Section 600 Searches

- a. Provost – PP&R committee members were made aware that an announcement was sent out via email announcing the new Provost.
- b. Interim Associate Dean AMC – Candidates are currently being interviewed.
- c. Dean HHD – no updates
- d. AVP of Institutional Effectiveness – no updates

5. Sabbaticals

- a. Results from email vote – PP&R voted to approve an alternate review timeline for two colleges due to delays in the approval process.
- b. Vote on individual request for alternate timeline - The committee discussed at length a request from a faculty member to be able to submit a late sabbatical application.
MSP: The PP&R committee voted to deny the extension request.
- c. Application procedures – The committee considered ways to improve the process in the future including early notification of eligibility and additional clarification of the submission and approval process.
- d. Pre-sabbatical checklist for RTP candidates – Several faculty on sabbatical in the Fall semester are missing required peer observations for their RTP reviews. In the RTP Roadshows, reviewers are encouraged to conduct peer observations before people go on their planned sabbatical. The Committee considered ways to encourage this practice and may compile a pre-sabbatical checklist.

6. Update on Adoption of Policy Recommendations

1. 622.5.2 Evaluating Associate Deans – This policy revision will go to Senate Exec in December.

7. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Eligibility for Service and Personnel Related Activities (chart)
The committee members reviewed the revised final draft of the Eligibility for Service and Personnel Related Activities chart. An updated copy will be posted on the PP&R resources webpage. In addition, the Committee requested that the revised copy be sent to all Department Chairs.
MSP: The PP&R committee approved the final version of the Eligibility for Service and Personnel Related Activities.
- b. 622.6.5 Acting Chair Appointments - The committee members reviewed the revised draft of the Acting Chair Appointments. Committee members are requesting clarification and additional revisions. It was sent back to the sub-committee.
- c. 660.4 Adding Peer Observations and SEFs at Appeal or Rebuttal – Henrik and Jeff discussed with PP&R members their input on section 660.4. It was sent back to the sub-committee for consideration of edits.

8. Department and College Personnel Procedures

The committee discussed whether rubrics must be part of personnel procedures and agreed that they are not required and, in fact, are more often not included as part of the procedures. Departments may create rubrics separate from the personnel procedures as long as the evaluation criteria remain constant.

9. 702.6 Professional Responsibilities for Lecturers

Michael N. has requested volunteer lecturers and received two recommendations.

10. 621.4.2b and elsewhere re: Equity and Diversity statement – No update

11. Other/New Business:

- a. Exceptional Service to Students Application and Timeline - Tracy discussed the details of the Exceptional Service to Student Award to inform the new PP&R members. The PP&R members reviewed the Exceptional Service to Students Application. PP&R members were advised to review both documents, the ESSA Guidelines, and application. At the next meeting, committee members will review a proposed timeline for the application review cycle with the goal of creating a less rushed process.
- b. RTP Calendar and PIF Deadlines - Committee members discussed nominating a subcommittee to set campus-wide PIF deadlines and consider 2023-24 calendar deadlines for Section 600 in advance of the traditional May timeframe.
MSP: The PP&R committee approved the appointment of Henrik, Michael H., and Paulo to the subcommittee.
- c. Election for Science and Math Representative - The appointment of a Science and Math representative is still pending; the election ballot has been sent out.
- d. Public Relations for PP&R- Lindsay and Franck to meet and discuss marketing strategies to promote PP&R, in an effort to encourage eligible faculty to run and serve.

12. Adjournment: The meeting adjourned at 4:01 pm. The committee's next meeting is scheduled for 1:00 pm on November 9, 2022, via Zoom.