

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 28, 2020 APPROVED BY COMMITTEE November 18, 2020  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang, Veda Ward

Members Absent: Maria Rosa Garcia-Acevedo

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:01pm
2. Introduction: Senate Executive Committee Liaison, Dr. Theresa White
  - a. Dr. White was not able to attend the meeting due to technical challenges. Dr. White will be introduced as the SEC liaison at the next PP&R session.

3. Approval of Minutes from October 14, 2020

The Committee reviewed the minutes for October 14, 2020 and acted on the following motion:

**MSP:** Approval of minutes of the October 14, 2020 meeting.

4. Announcements
  - a. **RTP/Interfolio Update**
    - i. Guido provided an update on RTP processes. Faculty Affairs is planning two upcoming workshops; one for reviewers (in addition to two prior workshops for reviewers), and one for candidates up for review. With regard to Interfolio, Faculty Affairs hopes to release the created cases to candidates in approximately a week.
  - b. **Lecturer PAFs**
    - i. Email communication was sent out by Faculty Affairs to all department chairs related to lecturer PAFs encouraging the digitizing of the files and reminding reviewers about signing a log every time a PAF is viewed, whether the PAF and the log are virtual or hard copy

5. Updates on Section 600 Searches

- a. **Interim AVP for Enrollment Management (Executive Session)**

- i. Dr. William Watkins provided an update on the search process for the Interim AVP for Enrollment Management search.

- b. **Vice Provost**

- i. Search is continuing with on-campus interviews of candidates expected prior to the winter break.

**c. Dean of Humanities**

- i. No updates

**d. Associate Dean for Tseng College**

- i. No updates.

6. Updates on Section 600 Decisions, Approvals, Inquiries

**a. Service credit and publications (632.4.1, 641.2.3)**

- i. Subcommittee reviewed and provided potential language for service credit and publications in Section 600. The committee voted on the following new language:
  - 1. If service credit is granted, the offer letter or a Memorandum of Understanding must identify which scholarly activities and contributions, as well as which teaching and service contributions, will be considered and evaluated during the retention, tenure, and promotion process. Contributions to the field and teaching and service, during service credit years will never be sufficient in and of themselves for granting of promotion or tenure. Faculty hired at the rank of Associate Professor with service credit may use items not previously considered in prior tenure/promotion reviews at the previous institution.

Committee acted on the following motion:

**MSP:** Approval of new language. Committee will present change to Senate Executive Committee.

**b. Clarification on Consulting with faculty and students (613.1, 612.5.2.c.4, 607.2.3)**

- i. Committee continued identifying and changing language in Section 600 to explicitly state that consultations with students and faculty must be in writing, signed and placed into the PAF in order to be considered in the RTP review. The subcommittee will continue work on this for our next meeting

**c. Composition and Election of CPCs**

- i. Will be discussed further at next PP&R meeting

**d. Alignment of Section 600 with Senate bylaws**

- i. Committee approved for this to be sent to Senate Executive Committee. Updated wording below:
  - 612.3 University Level – Personnel Planning and Review Committee. 1. Composition and Eligibility. The Personnel Planning and Review Committee shall be composed of tenured teaching faculty members, the President of the Faculty, a tenured Librarian, and a tenured Student Affairs representative selected by their colleagues as provided in Article V, Section 6.8 of the Faculty Bylaws. Only faculty in the rank of Professor, Librarian, or Student Services Professional – Academic-Related III are eligible to serve on the Personnel Planning and Review Committee. If a President of the Faculty is not eligible to serve, the Faculty President shall appoint a designee to serve on the committee. In this case, the appointee shall hold the rank of Professor, Librarian, or Student Services Professional – Academic-Related III.

7. Update on Adoption of Policy Recommendations

- a. No updates.

8. Department and College Personnel Procedures

- a. Committee shared progress on personnel procedures with departments and colleges that are up for review. Will continue making contact with those departments and colleges to ensure efficiency.
- b. Committee will work on creating a flowchart of review of department and college RTP guidelines to assist colleges and departments in understanding the process.

9. Standard Operational Procedures (PP&R bylaws)

- a. Committee will discuss this item further at next PP&R meeting.

10. Other/New Business

**a. Educational Equity Committee Concerns**

- i. Student Evaluations of Faculty, Peer Reviews:
  1. Committee discussed the possibility of looking at these items again; the committee agreed not to pursue a motion on this topic
- ii. Hiring Practices
  1. Faculty Affairs is recruiting a Faculty Affiliate who will assist with bolstering recruitment of minority candidates as well as retention of faculty from diverse backgrounds. It was agreed by the committee that PP&R does not have purview over faculty hiring practices.
- iii. Pay Equity
  1. Committee discussed awareness of efforts related to pay inequity between faculty based on gender. Committee agreed to look for more inclusive language on position announcements, however, the committee also acknowledged that this issue is controlled by the Faculty Union.
- iv. Diversity impact of lecturers who have not been rehired
  1. Guido is looking into this item further, but noted that lecturers are hired based upon the order of assignment.

**b. GRIF**

- i. Committee will discuss this item further on the next PP&R meeting

11. Adjournment – Meeting adjourned at 3:20pm. The next meeting of the Committee is scheduled for 1:00pm on November 18, 2020 via Zoom.