

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 9, 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, Cristina Cadavid, Michael Hoggan, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Absent:

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

Staff Absent: None

Guest: Jeffrey Reeder

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

2. Approval of Minutes

MSP: The committee approved the minutes from October 26, 2022.

3. Announcements

- a. At the request of CFA, additional minor changes were made to the flowchart about gathering faculty and student feedback during the evaluation cycle.
- b. Reminder to refer any questions about Interfolio to Letty Vargas in Faculty Affairs.
- c. Professor Cristina Cadavid from Physics and Astronomy will serve as the new College of Science and Math PP&R member.

4. Update on Section 600 Searches

- a. Interim Associate Dean AMC –Samantha Fields (Art) was selected.
- b. Dean HHD – no updates
- c. AVP of Institutional Effectiveness – The search committee has expressed concerns because the search timeline was posted without committee input. The committee is moving forward in a collaborative manner. Zoom interviews are scheduled. PP&R appointee Yi Ding stepped down from her role on the committee and PP&R accepted nominations for her replacement

MSP: The PP&R committee voted Jeffrey Wiegley on to the committee to replace the faculty member who could no longer serve.

- d. Associate Dean COH – Dean Reeder presented the Management Vacancy Announcement for the Associate Dean position in his College, which is currently filled by an Acting Associate Dean. PP&R members reviewed the MVA and provided suggested revisions.

MSP: The PP&R committee voted to approve with amendments as discussed.

5. Update on Adoption of Policy Recommendations

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

6. Updates on Section 600 Decisions, Approvals, Inquiries

- a. 622.6.5 Acting Chair Appointments – The committee members reviewed the revised draft of the policy and made final revisions.

MSP: The PP&R committee approved moving the policy revisions to Senate Exec.

- b. 660.4 Adding Peer Observations and SEFs at Appeal or Rebuttal – Henrik and Jeffrey discussed with PP&R members their position that no additional clarification is needed in this section. PP&R members agreed; no action is needed on this item.

7. Department and College Personnel Procedures

Timeline reminder – subcommittees should be in communication with departments; any updates should be recorded in the Box folder.

8. 702.6 Professional Responsibilities for Lecturers

Tracy plans to meet with lecturers Amanda Harrison and Wayne Smith to discuss the responsibilities of lecturers and to determine a lecturer-centered workflow.

9. 621.4.2b and elsewhere re: Equity and Diversity statement

Sylvia shared the draft of Standardizing DEI Language in Section 621.4.1b with the committee members. The draft will go back for revisions.

In addition, Pat shared the draft of a new “Preamble” to the Administrative Manual. Several suggestions were made. The subcommittee will place the document into Box for review at the next meeting.

10. Exceptional Service to Students Application and Timeline

Diane shared the proposed timelines for the Exceptional Service to Students Awards with committee members. Committee members provided an informal endorsement. Committee members also discussed and nominated three candidates for ESSA subcommittee.

MSP: The PP&R committee approved the subcommittee of Cristina, Tamara, and Setareh to review applications for the ESS award.

11. RTP Calendar and PIF Deadlines

The subcommittee group supports a December 1st deadline for the submission of PIFs and the

initial review and deliberation of RTP files (3-6 year faculty and promotions). Candidates would still have the option of turning in PIFs earlier, but not any later than the December 1 deadline.

This change would not require faculty to work during the holiday break. The subcommittee will bring additional calendar items to the next PP&R meeting.

12. Other/New Business

- a. PP&R discussed a request from one faculty member to extend the PIF deadline in order to allow time for a peer evaluation, necessary for promotion. After discussion, PP&R voted not to support the extension of the PIF deadline.
- b. The committee discussed whether retired non-emeritus tenure-track faculty should be afforded any privileges (e.g., library access). No action was taken.
- c. PP&R Meeting – November 23, 2022
MSP: The PP&R committee approves the cancellation of the November 23, 2022, meeting.

13. Adjournment: The meeting adjourned at 3:48 pm. The committee's next meeting is scheduled for 1:00 pm on December 7, 2022, via Zoom.