

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 13, 2019 APPROVED BY COMMITTEE December 4, 2019
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 8

POLICY INTERPRETATION ITEM:

Members Present: Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Nina Golden, Lesley Krane, Kenneth Lee, David Moguel, Sean Murray, Rosa RiVera-Furumoto, Judy Schmidt-Levy, Mary-Pat Stein, Veda Ward, Jeff Wiegley

Members Absent: Lynn Lampert

Visitors: None

Staff Present: James Mackin, Executive Secretary, Beth Virani, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:18 p.m.

2. Approval of Minutes for October 31, 2019

The Committee reviewed the minutes for October 31, 2019. The Committee acted on the following motion:

MSP: That the minutes of the October 31, 2019 meeting be approved.

3. Updates on Section 600 Searches

a. AVP for Faculty Affairs

Six weeks of posting has not yet passed. Sean Murray indicated that four candidates in the first round have already been selected for second round. Zoom interviews will take place during Finals week.

b. AVP Research and Sponsored Programs

A meeting is scheduled for 11/14/19 which will address 1st and 2nd round candidates and acknowledgments of applications. The chair indicated that Dean Tountanji will keep her informed on the process.

c. AVP Student Access and Support Services

No update.

d. Vice Provost Search & Screen Committee Members

PP&R Committee nominated Jeff Wiegley and David Leitch (Political Science) for this committee. Jeff was present today and agreed to serve. David Leitch agreed to serve per his email to Mary-Pat Stein on 11/13/19.

e. Dean of Humanities – No updates.

4. Updates on Section 600 Decisions, Approvals, Inquiries
- a. Update on inquiry from Kinesiology Dept re: election of CPC – No letter was drafted nor was the Dean of the College of Health and Human Development informed of PP&R’s last discussion. New discussion of the matter took place at this meeting today.

MSP: To invalidate the CPC Election of the College of Health and Human Development.

MSP: To amend the above motion to read “that the election of the College Personnel Committee for Health and Human Development was not held in accordance with Section 612.4 and a new election will need to be conducted; however, the PP&R Committee finds that the current sabbatical recommendations will stand.”

James Mackin will inform the Dean of the College of Health and Human Development of these motions.

- b. Update on election for PP&R Committee from David Nazarian College of Business & Economics

MSP: that the election of the PPR Committee Representative from the David Nazarian College of Business and Economics was not held in accordance with Section 612.3 and a new election will need to be conducted.

James Mackin will inform the Dean of the David Nazarian College of Business & Economics of this motion.

5. Department and College Personnel Procedures
- a. Update on Department and College Personnel Procedures – No update. The Chair stated that the deadline for submitting to the college personnel committees was 11/7/19.
 - b. Develop timeline for reviewing procedures – Please review all.

6. Section 612.3 – Addition to Composition and Eligibility Section

Proposed revisions to 612.3 are bolded 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, Sections 1.4 and 2.8 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.

a. Obligation to Serve

- 1. To stand for nomination is an obligation of all eligible persons. If no person or persons wishes to be nominated, then all eligible faculty will be placed on the ballot. All persons placed on the ballot must indicate that they have no valid reason to decline their nomination (see 612.3.a.3 below)**
- 2. To serve if elected is an obligation**

Decline of nomination or resignation from the Personnel Planning and Review committee will be based on one of the following conditions:

- a. **Appointment or election to a University position that prohibits dual service or renders service in both capacities inordinately difficult**
- b. **Health**
- c. **Leave of Absence (see Section 612.2.4)**

b. Limits of Service on the Personnel Planning and Review Committee

- 1. Faculty are elected to serve on the Personnel Planning and Review Committee for a term of three years**
- 2. Faculty may serve multiple terms on the Personnel Planning and Review Committee consecutively. No faculty member will be required to serve more than (2) three-year terms consecutively**

2. Responsibilities.

The Personnel Planning and Review Committee reviews and coordinates all actions of Department and College Committees.

- a. The Personnel Planning and Review Committee is organized and operates in accordance with the Faculty Bylaws.
- b. Questions or interpretation of this Manual **will** be referred to the Personnel Planning and Review Committee for resolution.

MSP: that Section 612.3 be accepted as amended during discussion.

7. Section 634.1 – Change Consultation Policy

Proposed revisions to 634.1 are bolded below:

634 Consultation

- 634.1 There shall be consultation between the Department Personnel Committee and the Department Chair. **Consultation from faculty and students shall follow Section 613, Oral or Written Comments About Faculty.**

MSP: that Section 634 be accepted as amended here.

Policy amendments will be presented to the Executive Committee in spring, 2020.

8. Discuss Community Engagement Proposal (Materials were reposted to Box for review)

MSP: that this item be tabled until the next meeting.

9. Announcements –

- a. The Provost will attend the December 11th PP&R Meeting to explain the relationship between Promotion and Tenure. [add to agenda] – Jim Mackin will find data to support the presentation. A poll will be taken on the AVP listserve.

10. Standard Operational Procedures (PP&R bylaws) – No updates.

11. Electronic Professional Information Files Update, Feedback from Colleges – No updates.

12. Updates on Pending matters for 2019-20 AY
 - a. Section 600/700 Subcommittee – No updates.
13. Other/New Business
 - a. Potluck planned for December 11, 2019 PP&R Meeting.
14. Adjournment

The meeting was adjourned at 4:20pm. The next meeting of the Committee is scheduled for 1:15 p.m. on December 4, 2019 in University Hall, room 277.