

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 7, 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, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Absent: Michael Hoggan, Henrik Minassians

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

Staff Absent: None

Guest: None

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

2. Approval of Minutes

**MSP: The committee approved the minutes from November 9, 2022.**

3. Announcements

- a. Exceptional Service to Students Call for Applications for 2023-2024 - Notification has gone out earlier than usual. The second call for applications will be done in January. PP&R members are asked to help advertise the award opportunity. The number of awards available will likely be announced by the Chancellor's Office in early February 2023.
- b. PP&R College of Humanities Representative – Tracy Buenavista will be leaving PP&R for a sabbatical in Spring 2023. Fermin Herrera from Chicana/o Studies will be joining PP&R to replace her.
- c. Emeritus Applications – The application is available and posted on the Faculty Affairs website. Applications will be due to PP&R members for review on March 21, 2023.

4. Update on Section 600 Searches

- a. Dean HHD – No update
- b. AVP of Institutional Effectiveness – Tamarah informed the committee members that the search is progressing quickly. Zoom interviews will start this Friday. The in-person interviews will be conducted between February 13th and 24th.
- c. Associate Dean COH – The charge meeting will be held soon.

5. Update on Adoption of Policy Recommendations

- a. 622.5.2 Evaluating Associate Deans – to Senate Exec  
The policy will be going for the first reading next Thursday.
- b. 622.6.5 Acting Chair Appointments – to Senate Exec  
The policy will be going for the first reading next Thursday.  
Committee members discussed specific terminology (“qualified” vs. “acceptable”).  
**MSP: The committee amended the wording, removing the clause in question.  
The policy change is ready for Senate review.**

6. Updates on Section 600 Decisions, Approvals, Inquiries -- None
7. Department and College Personnel Procedures
  - a. Faculty Affairs Deadline December 13, 2022, to receive revisions to personnel procedures
  - b. CTVA Personnel Procedures  
Committee members reviewed the revised draft. Additional discussion is needed. PP&R Chair will reach out to Department Chair and DPC Chair for more clarification.
8. 702.6 Professional Responsibilities for Lecturers (Tracy)  
Tracy provided an update to PP&R regarding the meeting with two lecturers who volunteered to be part of the conversation. The following requests were shared: Create a structure for communication to lecturers; ensure appropriate representation of lecturers on committees; and ensure the campus climate and work conditions are conducive to lecturer success. Regarding the proposed policy on professional responsibilities, they suggested removing anything that doesn't have to do with teaching (e.g., scholarly expectation).
9. 621.4.2b and elsewhere re: Equity and Diversity statement (Pat, Tracy, Sylvia)  
PP&R committee members reviewed section 621.4.2b.  
**MSP: PP&R committee approved additional changes and to move this forward to senate exec.**  
PP&R committee members reviewed the proposed new preamble. Committee members discussed having one generic preamble versus a specific preamble for each department. Committee members are in favor of one generic preamble.  
**MSP: PP&R committee approved proposing the addition of a preamble to Section 600. This can move forward to senate exec.**
10. RTP Calendar and PIF Deadlines  
Committee members reviewed the section 600 calendar draft and discussed several specific items.  
**MSP: PP&R committee members approved the section 600 calendar for 2023-24.**  
Committee members reviewed the section 700 calendar draft.  
**MSP: PP&R committee members approved the section 700 calendar for 2023-24.**
11. Other/New Business
  - a. Guidelines for PP&R/CPC/DPC Elections  
This was a carryover from last year, which Dino was working on. In the next meeting, a subcommittee will be selected.
  - b. CSM Sabbatical Process  
Committee members went into an executive session discussion on this matter. No action was taken as no violation of Section 600 was identified.
  - c. PAF Downloads from Interfolio  
There is a request from some RTP reviewers to download items from Interfolio. Committee members discussed the possible implications of being able to download the PAF. Members feel that downloading would pose a risk to the security and confidentiality of the PAF.  
**MSP: Committee members voted to retain the current policy/practice of disallowing downloads from Interfolio.**
  - d. Sociology Personnel Procedures for Lecturers  
In 2019, PP&R approved Department Personnel Procedures for lecturers to create department-specific evaluation criteria. However, the wording is confusing. Committee members recommend clearer language and lecturer input.

e. Taskforce – Reform Teaching Evaluations

Tracy announced that CSUN has a new taskforce to reform teaching evaluations. The taskforce will be overseen by the Faculty Senate and the Educational Equity Committee. She shared a request for a member of PP&R to participate. Sylvia Macauley volunteered to fill this role.

12. Adjournment: The meeting adjourned at 4:21 pm. The committee's next meeting is scheduled for 1:00 pm on February 1, 2022, via Zoom.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. Sabbatical Application Procedures
- c. Pre-sabbatical checklist for RTP candidates
- d. Lecturer input on changes to personnel procedures
- e. Review of sabbatical evaluation criteria

*As of 12/12/2022*