

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 2, 2020 APPROVED BY COMMITTEE December 9, 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, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang, Veda Ward

Members Absent: N/A

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

Staff Absent: None

1. Chair called the meeting to order at 1:01pm
2. Approval of Minutes from November 18, 2020

The Committee reviewed the minutes for November 18, 2020 and acted on the following motion:

MSP: Approval of minutes of the November 18, 2020 meeting.

3. CPC Term Limits and Faculty Eligibility to Serve– Chris Bolsmann time certain 1:15pm
 - a. Professor Bolsmann and April Taylor joined PP&R to discuss the establishment of CPC term limits for the College of Health and Human Development, as well as ensuring eligible faculty in all departments are placed on ballots to serve in department and college personnel committees.
 - b. A subcommittee was formed to clarify the language in Section 600 about the requirement to be nominated and serve on DPC, CPC and Personnel Planning and Review committees (612.2).

4. Announcements

- a. **RTP/Interfolio Update**

- i. Guido provided an update on RTP processes. Faculty Affairs continues to meet with Deans' assistants to review issues that come up related to PAF access for both reviewers and candidates. A session has been recorded and published on the Faculty Affairs website to help reviewers navigate Interfolio.

5. Updates on Section 600 Searches

- a. **Vice Provost**

- i. Interviews started this week for two candidates; final two candidates will be interviewed 12/7 and 12/8.

- b. **Dean of Humanities**

- i. No updates

- c. **Associate Dean for Tseng College**

- i. No updates.

6. Updates on Section 600 Decisions, Approvals, Inquiries

a. Consulting with faculty and students – 613.1, 612.5.2.c.4, 607.2.3

- i. New subcommittee was formed to rework the language to align with CBA, to ensure that all faculty are reviewed with the most current and relevant information available and in the PAF, and to be brought back to the whole committee at the beginning of next semester.

b. Composition of CPCs

- i. This item will be removed as it incorporates the information from the discussion with HHD CPC members above (3)

c. Oral or Written Comments (Consulation) about Lecturers - 707

- i. Changes to Section 700 on this item will be on hold until Section 600 is updated.

d. GRIF – 652

- i. A subcommittee was formed to examine the current GRIF policy and whether or not changes to this policy are required.

e. Canvas Access for Peer Observation – 612.5.2.c.2, 706.3.1

Stein and Guido proposed language in sections 612.5.2.c.2 and 706.3.1 to include access to Canvas for peer observations.

Clean version of proposed policy: 612.5.2.c

612.5 Department Level.

2. Responsibilities.

c. Each Department will have on record in the College Dean's office its approved personnel procedures which will include but not be limited to:

(1) Criteria for retention, tenure, and promotion.

Teaching effectiveness (as well as effectiveness in librarianship or counseling when relevant) is a primary criterion for reappointment and tenure as well as promotion to any rank.

(2) Procedures for evaluating teaching effectiveness.

(a) Class visits, not excluding online, distance learning, service learning, and laboratory classes, will be made at least once each academic year on all probationary faculty and faculty under consideration for promotion. Class visits will be conducted early enough in the academic year for use during the annual personnel cycle.

(i) Class visits will be made by the Department Chair and at least one representative of the Department Personnel Committee or their designees. An untenured Department Chair will appoint a designee to make class visits. Designees will be senior, tenured faculty normally from within the Department.

(ii) Procedures for making class visits will be determined by the Department. Scheduling of a class visit will be made by mutual agreement between the faculty member and the observer at least five (5) days in advance of the visit. The class visit may be in a physical classroom or online as appropriate for each class. To facilitate review of teaching materials, faculty will make online content, such as Canvas or other teaching platforms where course materials and information reside, available to reviewers. Reviewers are encouraged to meet with faculty

under review to gain an understanding of how the materials on Canvas or other teaching platforms relate to this faculty members course.

- (iii) A written report of the class visit will be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report will be retained in the candidate's Personnel Action File for a period of five years.

706.3.1 Clean version of proposed policy:

706.3 University-wide Procedures for Evaluating Teaching Effectiveness

1. A class visit will be made during the first semester a lecturer is employed. Subsequent visits will be made at least once for every 24 units taught by the lecturer, or at least once every three (3) years, whichever comes sooner. Colleges and Departments may mandate more class visits. Lecturers will be visited at least twice prior to a decision being made regarding that lecturer's request for service salary increase or elevation to a higher salary range.

a. Class visits will be made by the Department Chair or a designee of the Department Chair from among tenured faculty of the Department.

b. Procedures for making class visits will be determined by the Department. Scheduling of a class visit will be made by mutual agreement between the lecturer and the observer. The lecturer will be provided notice at least five (5) days in advance that a class visit is to take place. The class visit may be in a physical classroom or in an online class, as appropriate for each class. To facilitate review of teaching materials, faculty will make online content, such as Canvas or other teaching platforms where course materials reside, available to reviewers. Reviewers are encouraged to meet with faculty under review to gain an understanding of how the materials on Canvas or other teaching platforms, relate to this faculty members course.

c. A written report of the class visit will be placed in the lecturer's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Department Chair. A copy of the report will be retained in the lecturer's Personnel Action File for at least five years.

MSP Changes to sections 612.5.2.c.2 and 706.3.1 as presented to PPR will be moved forward to the Senate Executive Committee for approval

f. Clarification of Timeline for Implementing Changes in Section 700 – 706.2

- i. A subcommittee was formed to provide language in section 700 with respect to when changes in department or college procedures for lecturers goes into effect.

7. Update on Adoption of Policy Recommendations
 - a. **Service credit – 632.4.1, 641.2.3**
 - i. First reading with Faculty Senate took place on November 19. Item may move forward for a second reading and feedback from Faculty Senate in the new year, following conversations with the CFA.
 - b. **Alignment of Section 600 with Senate bylaws**
 - i. First reading with Faculty Senate took place on November 19. No suggested changes were recorded and this will move forward for a second reading at Faculty Senate in the new year.
8. Department and College Personnel Procedures
 - a. Committee discussed updates from specific departments and colleges on their personnel procedures
9. Standard Operational Procedures (PP&R bylaws)
 - a. Flowchart for the review of department and college Personnel Procedures
 - i. Flowchart was edited and has been moved to Box; it will be included in the SOP document.
10. Other/New Business
 - a. **CFA Membership and Representation**
 - i. Committee discussed representation of faculty by the California Faculty Association (CFA) for faculty who do not pay union dues.
11. Adjournment – Meeting adjourned at 3:12pm. The next meeting of the Committee is scheduled for 1:00pm on December 9, 2020 via Zoom.