

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 19, 2020 APPROVED BY COMMITTEE March 4, 2020
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Kenneth Lee, Sean Murray, Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lynn Lampert, Judy Schmidt-Levy, Jeff Wiegley, David Moguel, Rosa RiVera-Furumoto, Mary-Pat Stein, Veda Ward

Members Absent: Lesley Krane

Staff Present: James Mackin, Executive Secretary, Iliana Carvajal Recording Secretary

Staff Absent: None

1. Call to Order

The Chair called the meeting to order at 1:17 pm

2. Approval of Minutes for February 5, 2020

The Committee reviewed the minutes for February 5, 2020. The Committee acted on the following motion:

MSP: That the minutes of the February 5, 2020 meeting be approved.

3. Announcements

Judy Schmidt-Levy announced that this was Jim Mackin's last PP&R meeting. The Committee thanked him for his service.

4. Updates on Section 600 Searches

a. AVP for Faculty Affairs

On campus interviews are currently progressing through February 25, 2020.

b. AVP Research and Sponsored Programs

No updates.

c. AVP Student Access and Support Services

Judy Schmidt-Levy updated that the position announcement is on hold while the position is reconfigured by the VP for Student Affairs.

d. Vice Provost Search & Screen Committee

Jeff Wiegley updated that the position announcement for the position was posted on Feb. 19, 2020. The search committee is accepting applications.

e. Dean of Humanities

The position announcement for the position was posted the week of Feb. 17, 2020. The search committee is accepting applications.

f. Associate Dean for Tseng College of Extended Learning

Jeff Wiegley updated that the position announcement was being reviewed for posting. Once posted, the search committee will be able to start accepting applications.

5. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Request for two-week extension of RTP deadline of college level review for CHHD from the College Personnel Committee

The College Personnel Committee is requesting a two-week extension to the deadline for making Retention, Tenure, and Promotion letters available to candidates. After discussion, the Committee acted on the following motion:

MSP: To approve a two-week extension to the college-wide RTP letter deadline, from March 2, 2020 to March 16, 2020.

- i. Discuss the use of predatory journals per College Personnel Committee

The College Personnel Committee for the Health and Human Development college is doing a lot of work catching predatory journals that Departments are not catching. The Committee discussed more education for Committees on what their due diligence is for reviewing files, and educating new faculty.

- b. Inquiry from CPC of Arts, Media, and Communications College on proper procedure for new materials being added to PAFs after the departments have completed their RTP reviews

The College Personnel Committee of Arts, Media, and Communications contacted the Committee because student evaluations were added to one candidate's PAF after the department level review, but before the College review. This means that the college level is currently reviewing a different PAF than the department level. Judy Schmidt Levy updated that the Dean is taking responsibility, and is working to decide what to do. CPC is inquiring if they should send the files to the departments to re-review the files, or to remove the new materials so that the files reflect what the departments originally reviewed. After discussion, the Committee acted on the following motion:

MSP: To recommend that the College of Arts, Media, and Communications remove student evaluations for this RTP cycle, and that the removed evaluations cannot be mentioned in their review letters.

6. Update on Policy Proposals

Judy Schmidt-Levy provided the Committee the following updates on policies.

- a. Addition to Section 632.3d (Service Learning)

This policy will be presented at the Faculty Senate meeting on Feb. 20, 2020.

- b. Section 634.1 (Consultation Policy)

This policy will be presented at the Faculty Senate meeting on Feb. 20, 2020.

- c. Section 612.3 (Service on Personnel Planning and Review Committee)

Judy Schmidt-Levy reported that the Senate Executive Committee sent this policy proposal back to PP&R committee to continue to work on the language. Judy would like to start over with a more uniform policy for all personnel committees, not just PP&R. The Committee discussed possible changes to the election process. Judy will come up another re-write of the policy for a future meeting.

7. Discuss RTP 10 day clock deadline Section 635.2.2.a and Article 15.5

Jim Mackin updated the Committee that there was a discussion on the RTP 10-day deadline for faculty candidates to submit rebuttal letters. The Collective Bargaining Agreement states that the 10-day rebuttal deadline starts when the faculty candidate receives the letter. However, there is no way for a campus to guarantee when the faculty candidate received the review letter. The California Faculty Association (CFA) has consented and asked that the reviewing agents should include in their emails to the faculty candidates language that “your 10-day clock starts now with this email.” The Committee recommends that boiler language for DPCs and CPCs should be provided for use across campus. After discussion, the Committee acted on the following motion:

MSP: To approve motion to create boiler language. Judy Schmidt-Levy will come up with standard language and share it with the Committee.

8. Department and College Personnel Procedures

a. Update on Department and College Personnel Procedures

Committee members shared their progress with reviewing their assigned personnel procedures.

b. Develop timeline for reviewing procedures

No update.

c. Review of Jewish Studies Department Personnel Procedures, Tenure Track

The Committee reviewed the tenure track personnel policies and procedures for the Jewish Studies department. Sean Murray led the review process. After discussion, the Committee acted on the following motion:

MSP: To send back the Jewish Studies Department Tenure Track Personnel Procedures to the department for clarifications.

d. Department of Kinesiology

David Moguel wished to clarify the recommendations from the Committee regarding the Kinesiology Peer Review form that was reviewed in the previous meeting. The Committee suggested that the Peer Review form rating system should be changed to include number 1 as unacceptable, and that the “somewhat acceptable” rating should be removed.

The Committee also decided to rescind the previous suggestion for section 3.2.1.3 of the Tenure track personnel procedure document.

9. Standard Operational Procedures (PP&R bylaws)

The subcommittee is working on a draft of the operating procedures.

10. Updates on Pending matters for 2019-20 AY

No updates.

11. Other/New Business

After discussion, the Committee acted on the following motion:

MSP: Add to each meeting agenda that the Committee first approve the agenda before proceeding.

12. Adjournment

The meeting was adjourned at 2:48pm.