

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 16, 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: Lindsay Brown, Tracy Buenavista, Debi Choudhary, Dennis Halcoussis, Michael Neubauer, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Michael Hoggan, Pat Alford-Keating, Tamarah Ashton, Henrik Minassians

Members Absent: None

Staff Present: Diane Guido, Executive Secretary & Megan Dozier, Recording Secretary

Staff Absent: None

1. The Chair called the meeting to order 1:02pm.
2. Approval of Minutes  
**MSP: The committee approved the minutes from March 2, 2022.**
3. Announcements
  - a. The Chair thanked the committee for voting on an urgent matter, which was approved via email. It was a timeline extension for a CSM RTP case due to an additional item being added to the PIF with CPC approval.
  - b. RTP appeals are due March 21, 2022 to PP&R; decisions due to appellants May 3, 2022 -The committee discussed the appeals process. There will be subcommittees for each appeal, and the subcommittee will present recommendations to the full committee.
  - c. Emeritus applications due March 22, 2022 – The committee discussed the Emeritus application process and when they will be ready for PP&R review.
  - d. Exceptional Service to Students Award applications due March 28, 2022 – The committee discussed the application deadline and some questions regarding the application. Improvements to the form can be implemented next academic year.
4. Update on Section 600 Searches
  - a. Dean for College of Humanities – The last candidate will be interviewed the third week of March; a decision is anticipated in the near future.
  - b. Vice President of Information Technology – The search committee interviewed preliminary candidates and chose six finalists for campus visits. The committee plans to decide by April.
  - c. Dean for College of Health and Human Development -- Provost Walker requested approval for a search for the Dean for the College of Health and Human Development. The expected timeline is to accept applications in summer, to interview in Fall 2022, and to have the Dean in place by Spring 2023. A draft management vacancy announcement had been made

available to the committee by email ahead of the meeting. S. Macauley was appointed to be the PP&R representative for this search.

**MSP: PP&R approved the search for the Dean of HHD.**

5. Updates on Section 600 Decisions, Approvals, Inquiries

a. **Discussion Item:** Section 702.6 – Professional Responsibility for Lecturers – The committee reviewed the policy and minor edits that were made. They will ensure the rationale is clearly written.

b. **Discussion Item:** 645.4 Periodic Review of Tenured Faculty – The committee discussed additional edits, including the requirement of an updated curriculum vitae.

**MSP: Edits to 645.4 were approved to be sent forward to Senate Executive Committee.**

c. **Discussion Item:** 622.6.5 – Appointment of Acting Department Chairs – The committee discussed the language of the policy and having the DPC vote, so the input is recorded and passed along to the Dean, and eventually the Provost. The committee is concerned, traditionally the DPC doesn't have that kind of role.

**MSP: Edits to 622.6.5 were approved to be sent forward to Senate Executive Committee.**

d. **Discussion Item:** 621.4.2b Lecturer Evaluations – The committee discussed the language of the document and the proposed changes suggested by Senate.

**MSP: Edits to 621.4.2b were approved to be sent forward to Senate Executive Committee.**

e. **Discussion Item:** 2022-23 Academic Year Calendar of Personnel Procedures – The committee discussed concerns from the Council of Chairs regarding deadlines during the academic year. Further conversation on this topic is needed.

f. **Discussion Item:** 612.2.3 – Dual Service – The committee discussed the policy, and whether additional clarification is needed regarding serving on two personnel committees simultaneously. A subcommittee will work on some proposed changes and have it ready for review at the next meeting.

6. Update on Adoption of Policy Recommendations

a. 606.1.1.b.1 – Deadline for submitting material to PIF – This item passed Senate on 3/10/22.

b. 620-621 Faculty Recruiting Edits – This item passed Senate on 3/10/22.

c. 708.1 Equal Employment Opportunity Policy – This will go to Senate on 3/17/2022.

d. 703.2.3.f – Access to Lecturer PAF – This item passed Senate on 3/10/22.

e. 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans) Review of new administrators after less than 3 years – This item passed Senate on 3/10/22.

7. Department and College Personnel Procedures

a. **Discussion Item:** College of Business and Economics – College/Tenure Track – The committee reviewed the personnel procedure and some minor changes are needed.

b. **Action Item:** College of Business and Economics – College/Lecturer – The committee will request additional edits.

c. **Discussion Item:** Department of Gender and Women's Studies – Tenure Track – The personnel procedures were discussed and some edits were suggested

d. **Discussion Item:** Department of Mechanical Engineering – Lecturer and Tenure Track – The two personnel procedures need some additional edits.

8. Other/New Business - None

9. The meeting adjourned at 4:42pm. The next meeting is scheduled for 1:00 pm, March 30, 2022, via Zoom.