

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 30, 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, Dennis Halcoussis, Michael Neubauer, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Michael Hoggan, Pat Alford-Keating, Tamarah Ashton, Henrik Minassians, Debi Choudhary

Members Absent: None

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

Staff Absent: None

1. The Chair called the meeting to order 1:04 pm.
2. Approval of Minutes
MSP: The minutes from March 16, 2022, were approved.
3. Announcements
 - a. Exceptional Service to Students award – The deadline was 3/28/22 and the applications are available in BOX for the subcommittee’s review. Recommendations are anticipated at the next PP&R meeting with applicants scheduled to receive decisions on Friday, April 8, 2022.
 - b. Elections for PP&R for 2022-23. The Chair noted that four current members’ term will end in May 2022. Elections should be underway soon for those slots. The last meeting of the academic year typically includes introductions of new members.
4. RTP Appeals – Subcommittees were identified for the four appeals received. Faculty Affairs will be scheduling meetings soon for each subcommittee with the candidate, as well as with each of the four RTP reviewing agencies. Final PP&R recommendations are due on or before May 3, 2022.
5. Emeritus Applications – In executive session, the committee reviewed all completed emeritus applications and took action on each.
MSP: The committee voted to approve or deny the applications, pending a final review of eligibility by Faculty Affairs and pending final approval by the dean in one case.
6. Update on Section 600 Searches
 - a. Dean for College of Humanities – Interviews have concluded; a recommendation is anticipated at the next PP&R meeting.
 - b. Vice President of Information Technology – Five finalists will be on campus for interviews next week.

- c. Dean for College of Health and Human Development – The committee will have its first meeting on April 11, 2022.

7. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Section 702.6 – Professional Responsibility for Lecturers – The committee will table the proposal for now and anticipates further work on this item in the Fall.
- b. 2022-23 Academic Year Calendar of Personnel Procedures – The committee discussed the concerns raised by the Council of Chairs. Guest Stella Theodoulou, Special Assistant to the Provost, responded to questions about the implications of various scenarios with differing dates. She made it clear that it would not be reasonable to reduce the time that the Provost has to review files, nor the time that Deans and CPCs have to review files. Faculty Affairs will work on refining the calendar for review and possible vote by the committee at its next meeting. Chair Brown and AVP Guido will respond to the Council of Chairs.
- c. **612.2.3 – Dual Service** – The committee reviewed a set of new proposed changes to the policy and agreed the changes were appropriate.
MSP: The proposed changes were approved to move forward to Senate Exec.

8. Update on Adoption of Policy Recommendations

- a. 708.1 Equal Employment Opportunity Policy – This will go to Senate on 4/7/2022.
- b. 645.4 Periodic Review of Tenured Faculty 703.2.3.f – Access to Lecturer PAF – This will go to Senate Exec on April 21, 2022.
- c. 622.6.5 – Appointment of Acting Department Chairs – This will go to Senate Exec on April 21, 2022.
- d. 621.4.2b Lecturer Evaluations -- This will go to Senate Exec on April 21, 2022.

9. Department and College Personnel Procedures

- a. College of Business and Economics – College/Tenure Track – The committee reviewed the personnel procedures.
MSP: The revisions to the personnel procedures were approved.
- b. College of Business and Economics – College/Lecturer – The committee reviewed the personnel procedures.
MSP: The revisions to the personnel procedures were approved.
- c. Department of Environmental and Occupational Health – Tenure Track – The personnel procedures were reviewed and additional suggestions will be made to the department.
- d. Department of Mechanical Engineering – Lecturer – The personnel procedures were reviewed and additional suggestions will be made to the department.
- e. Department of Mathematics – Tenure Track – The committee suggests edits and the subcommittee will bring suggestions to the department.
- f. Department of Biology – Post Tenure – The committee reviewed the suggested updates to the personnel procedures and approves them.
MSP: The revisions to the procedures were approved.
- g. Department of Chemistry and Biochemistry – Tenure Track -- The personnel procedures were reviewed and additional suggestions will be made to the department.
- h. Department of Geology – Tenure Track -- The personnel procedures were reviewed and additional suggestions will be made to the department.

- i. Department of Secondary Education – Lecturer – The personnel procedures were reviewed and additional suggestions will be made to the department.
- j. Department of Electrical and Computer Engineering – Tenure Track – The department is still reviewing changes to their personnel procedures and is scheduled to approve them at the end of April. The last set of personnel procedures was approved by PP&R in 2012 and expired in 2017. If PP&R is not able to review and approve the procedures before the end of this academic year, they will carry this item over to the next academic year and the department will continue to use Section 600 as the governing document.

10. Other/New Business

- a. Adoption of textbooks – The Chair shared the need for all faculty to provide accessible and affordable textbooks to students in a timely manner. She noted Faculty Senate’s 2008 resolution on “Timely Adoption of Textbooks/Instructional Materials for Accessibility.” The committee discussed whether it would be appropriate to add this expectation of faculty into the Professional Expectations section of Section 600 (e.g., 604.2). A subcommittee was formed to explore this idea.
- b. Faculty Affairs audit of RTP letters – In response to a concern raised by a CPC chair, the committee discussed Faculty Affairs role in the review of RTP letters. AVP Guido explained that Faculty Affairs does a routine audit of the content of all RTP letters for accuracy and for correct placement of those letters in Interfolio. When unintentional errors or omissions are found, the authors of those letters are asked to make corrections. She emphasized that, per Section 600, faculty must have a clear response to each specific request for retention, promotion, and/or tenure along with supporting reasons for the recommendation. Faculty do not have access to the voting forms in Interfolio, which clearly indicate the recommendations. Therefore, the letters themselves must be able to stand alone.

11. The meeting adjourned at 4:29 pm. The next meeting is scheduled for 1:00 pm April 6, 2022 via Zoom.