

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 13, 2019 APPROVED BY COMMITTEE March 27, 2019
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Maria Rosa Garcia-Acevedo, Vicki Ebin, Lesley Krane, Lynn Lampert, Kenneth Lee, David Moguel, Rosa Rivera-Furumoto, Sean Murray, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: None

Visitors: None

Staff Present: Sheila Grant & James Mackin, Executive Secretary, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Jeff Wiegley called the meeting to order at 1:05 p.m.

2. Approval of Minutes for March 6, 2019

The Committee reviewed the minutes for March 6, 2019. The Committee acted on the following motion:

MSP: That the minutes of the meeting March 6, 2019 be approved as amended pending revisions.

Passed.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Judy Schmidt-Levy shared with the Committee that the Search Committee Chair will be presenting the search report to the Committee at this meeting.

B. Dean, Michael D. Eisner College of Education

Mary-Pat Stein shared with the Committee that the search will commence in the fall once the new Provost has begun.

C. Dean, College of Engineering and Computer Science

Jeff Wiegley shared with the Committee that the Search Committee is waiting for the review period to begin reviewing applications. This will be after the spring recess.

5. Section 600 Decisions/Approvals/Inquiries

A. Update - approval for CPC extension request to revise RTP for candidate from March 11th to March 13th

Jeff Wiegley shared an update on the College of Humanities College Personnel Committee's request for extension of the RTP deadline from March 11th to March 13th to revise their review letter for a candidate. The candidate asked for a revised letter on the last day of the 10-day response period. Since no appeal was expected, Jeff Wiegley tentatively approved the two-day extension. After discussion, the Committee acted on the following motion:

MSP: To approve the two-day extension for the College of Humanities College Personnel Committee to revise their review letter for the candidate.

Approved.

B. Update – approval for extension of an Africana Studies faculty member deadline to file for appeal from March 11th to March 15th

The College Dean of the College of Social and Behavioral Sciences asked for an extension to deliver the candidate file for review by the Provost. The Dean's letter was submitted to the candidate on March 8th. Jeff Wiegley denied the extension. However, in order to give the faculty member the full 10-day response period, the candidate was tentatively approved to have an extension for filing an appeal to March 15th, should an appeal be necessary. The faculty member already confirmed that they would not file an appeal. After discussion, the Committee acted on the following motion:

MSP: To approve the extension for the faculty member to file an appeal by March 15th.

Approved.

C. Request for Extension of Appeal Deadline, Manufacturing Systems Engineering and Management (MSEM) candidate

Jeff Wiegley updated the committee that a candidate from the MSEM department has asked for an extension to file for appeal because he has not received letter from the Dean. Previously, PP&R granted a three-week extension to the Dean of the College of Engineering and Computer Science to make available to this candidate their review letter. After discussion, the Committee acted on the following motion:

MSP: To approve the extension for the candidate from MSEM to file an appeal 10 calendar days from receipt of the Dean's and CPC's letters, with an additional 4 calendar days to submit additional materials supporting the appeal.

Approved.

6. **Executive Session: Meeting with Colin Donahue regarding the Provost and Vice President for Academic Affairs search**

Colin Donahue met with the Committee to discuss the Provost and Vice President for Academic Affairs search. The Committee reviewed the final search report, and asked questions. Suggestions were made to revise the Hiring Search report form. Colin Donahue will make suggestions to the Chief Diversity Office for potential revisions. After discussion, the Committee acted on the following motion:

MSP: That the search for the Provost and Vice President for Academic Affairs position be approved.

Approved.

7. **Update on Exceptional Service to Student Awards**

Lynn Lampert updated the Committee that the announcement was sent out to the campus. The application deadline is March 29, 2019.

8. **Subcommittee for developing criteria for contributions to the field of study**

Jeff Wiegley discussed with the Committee the need to create University-wide criteria for contributions to the field of study in Section 600. Sheila Grant reminded the Committee of the past memo from Committee titled "Suggested Resources and Processes Pertaining to Publication Review in RTP" dated October 5, 2015. Discussion ensued regarding the timing of when revised personnel procedures go into effect.

A suggestion was made to encourage more mentoring at RTP roadshows to make sure faculty understand how to meet college specific and department specific criteria.

Another suggestion was made to categorize faculty as: clinical faculty, research faculty and instruction faculty.

The discussion was tabled for another meeting.

9. 2018-19 Appeals

Jeff Wiegley updated the Committee on the appeals received.

a. Responsibilities

Jeff Wiegley shared with the Committee members the responsibilities in reviewing appeal cases.

b. Subcommittees

The membership of the Subcommittees were discussed and finalized by the Committee for all upcoming appeals.

c. Timeline

The timeline for holding the appeal hearings and creating the PP&R recommendation letters to the appellants was reviewed. PP&R will complete their reviews and submit their letters to appellants by April 22, 2019.

10. Review of draft 2019-20 AY Calendar Range Elevation and draft 2019-20 AY Calendar of Personnel Procedures

Postponed till next committee meeting to allow members time to review the draft calendars.

11. Department and College Personnel Procedures

A. Marketing (Lampert)

The Committee reviewed the Tenure Track and Lecturer personnel procedures for the Marketing department. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the Lecturer and Post Tenure Review procedures for the Marketing department be approved as amended, pending acceptance by the department and receipt of a clean e-copy.

Approved.

B. Systems and Operations Management (Moguel)

The Committee reviewed the Tenure Track personnel procedures for the Systems and Operations Management department. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the Tenure Track personnel procedures for the Systems and Operations Management department be approved as amended, pending acceptance by the department and receipt of a clean e-copy.

Approved.

C. Modern and Classical Languages and Literatures (Krane)

The Committee reviewed the Tenure Track and Lecturer personnel procedures for the Modern and Classical Languages and Literatures (MCLL) department. After discussion, the Committee acted on the following motion:

MSP: That the Tenure Track and Lecturer personnel procedures be sent back to the MCLL department to clarify which version of their procedures the department is submitting for review. Revised coversheets with updated department votes are also needed.

Approved.

In the future, departments submitting personnel procedures for review must submit Word documents for easy reviewing. The Committee discussed granting the Department's access to the PP&R BOX to upload their personnel procedures directly.

12. Updates on Pending Matters

A. Section 600/700 Subcommittee

Murray updated that the Committee that the GRIF subcommittee will be meeting soon. The current GRIF faculty asked that PP&R write specific criteria in Section 600.

B. Standard Operational Procedures Subcommittee

No update.

13. Other/New Business

Mary-Pat Stein discussed the fact that inquiries have been made about the agendas for the PP&R Committee. She said that it is a requirement in the Bylaws for standing committees to post their agendas on the website. The agendas for the Committee meetings will be posted to the PP&R website.

14. Adjournment

The meeting was adjourned at 4:14 pm. The next meeting of the Committee is scheduled for 1:00 p.m. on March 27, 2019 in University Hall, room 277.