

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 4, 2020 APPROVED BY COMMITTEE March 11, 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, Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Judy Schmidt-Levy, Jeff Wiegley, David Moguel, Rosa RiVera-Furumoto, Mary-Pat Stein

Members Absent: Lynn Lampert, Sean Murray, Veda Ward

Staff Present: Stella Theodoulou, Executive Secretary, Iliana Carvajal Recording Secretary

Staff Absent: None

1. Call to Order

Chair called the meeting to order at 1:05 pm

2. Approval of Agenda

The Committee reviewed the agenda and added items. After discussion, the Committee acted on the following motion:

MSP: To approve the agenda for March 4, 2020.

3. Announcements

Judy Schmidt-Levy announced that Stella Theodoulou would be serving as Executive Secretary for the rest of the academic year.

4. Approval of Minutes for February 19, 2020

The Committee reviewed the minutes for February 19, 2020. The Committee acted on the following motion:

MSP: That the minutes of the February 19, 2020 meeting be approved as is.

5. Updates on Section 600 Searches

a. AVP for Faculty Affairs

Judy Schmidt-Levy updated that the on-campus interviews were completed, and the search committee would be meeting to deliberate on their final recommendation to the Provost.

b. AVP Research and Sponsored Programs

Stella Theodoulou updated that on-campus interviews are currently progressing. Five candidates have been invited for on-campus interviews.

c. Vice Provost Search & Screen Committee

Jeff Wiegley updated that the announcement for the position was posted on Feb. 19, 2020. Applications are currently being accepted. The plan is to bring candidates to on-campus interviews at the end of April.

d. Dean of Humanities

Maria Rosa Garcia-Acevedo updated that applications are being accepted. A search firm has been hired to help with the search.

e. Associate Dean for Tseng College of Extended Learning

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

6. Updates on Section 600 Decisions, Approvals, Inquiries

a. Inquiry on editorial revision to RTP review letter, Department of Psychology

The Department of Psychology reached out to because there was an editorial error on a RTP recommendation letter. Judy Schmidt-Levy advised that they revise the letter and offer the faculty member 10 days to respond, with the option to waive.

b. Inquiry on RTP consultation from CSBS College Personnel Committee

They CSBS College Personnel Committee had a question on consulting with department recommending agencies when there are differing recommendations between the college and department levels of review. Judy Schmidt-Levy referred them back to the Section 600 policy that says if there are differing recommendations they can consult with the department reviewers. However, final deliberations need to be done independently.

c. Update on HHD College Personnel Committee RTP deadline extension

Judy Schmidt-Levy updated that a two-week extension to the deadline for Retention, Tenure, and Promotion letters was granted to the CPC. Due to spring break, the 10-day response period will start on March 23, 2020. If faculty candidates wish to file for an appeal, the Committee may have to provide extensions to the appeal filing deadline.

d. Request for three-week extension from MCCAMC College Personnel Committee to have Department Level re-review one file in Cinema and Television Arts due to new material added

The College Personnel Committee of Arts, Media, and Communications contacted the Committee for a three-week extension for one candidate who would like new material to be added to the PIF. The new material is substantive and the CPC has approved it to be added. This requires that the file be re-reviewed by the department level. After discussion, the Committee acted on the following motion:

MSP: To approve an extension to have department reviewing agencies re-review the file, and college reviewing agencies to review the file. All letters due to candidate by March 23, 2020.

7. Update on Policy Proposals

Judy Schmidt-Levy updated the Committee on the following updates of the policies.

a. Addition to Section 632.3d (Service Learning)

This policy proposal had its First Reading at the Faculty Senate on Feb. 20th. There were no changes suggested. The policy proposal will progress to a Second Reading at the March 12th Faculty Senate meeting.

b. Section 634.1 (Consultation Policy)

This policy proposal had its First Reading at the Faculty Senate on Feb. 20th. There were no changes suggested. The policy proposal will progress to a Second Reading at the March 12th Faculty Senate meeting.

8. Discuss draft language for RTP 10 day clock deadline Section 635.2.2.a and Article 15.5

Judy Schmidt-Levy proposed draft language to Section 635.2.2.a and 635.2.2.b to clarify when the 10-day deadline begins for faculty candidates to submit a rebuttal letter to a review letter. 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 campus to guarantee when the faculty candidate received the review letter. The California Faculty Association has consented and asked that the reviewing agents should include in their email to the faculty candidates language that “your 10-day clock starts now with this email.” This would be agreeable for union. After discussion, the Committee acted on the following motion:

MSP: That Section 635.2 be revised with the following language. This proposal will be presented to the Senate Executive Committee meeting on March 26th:

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).

2. a. Notification

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendation to their campus mailboxes and mention that they may request an electronic copy. This email notification will serve as the faculty member's official notice that the 10-day response period has begun.

b. Response

~~The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation, before it is placed in the Personnel Action File and is sent to each of the other recommending agencies.~~

Faculty members have the right to file a written rebuttal statement within 10 calendar days following the date the email notification was sent. The faculty member has the right to also request a meeting that will be held within the same 10 days, to discuss the recommendation, before the recommendations are placed in the PAF and are sent to each of the other recommending agencies.

Based on the written response ~~and/or~~ the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

3. The faculty member under personnel consideration may disclose the contents of the written evaluations and recommendations he or she receives as that faculty member chooses. Such disclosure is not a violation of the policy of confidentiality stated in Section 607.
4. Candidates for promotion (but not for retention) may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair and/or to their College Dean. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.

The Committee approved the following boiler-plate language for reviewing agents to use across campus:

Date

Dear *(faculty member's name)*

This is your official notice that the recommendation letter from *(name of recommending agency)* has been placed in your campus mailbox. You will find an electronic copy attached to this email, as well. Per agreement between CFA and the Office of CSUN Faculty Affairs, you have the right to file a written rebuttal statement within **10 calendar days from the date this email notification was sent**. You also have the right to request a meeting that will be held within the same 10 days, to discuss the recommendation, before the recommendations are placed in the PAF and are sent to each of the other recommending agencies.

Regards,

(Name of chair of recommending agency)

9. 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

The following personnel procedures will be reviewed at the March 11th meeting:

History, Journalism, Recreation and Tourism Management, Educational Psychology and Counseling, Liberal Studies.

Finance, Financial Planning and Insurance will be reviewed at the March 25th meeting.

c. Review of Theatre Department Personnel Procedures, Tenure Track

The Committee reviewed the tenure track personnel policies and procedures for the Theatre department. After discussion, the Committee acted on the following motion:

MSP: To send the Theatre Department Tenure Track Personnel Procedures to the department for clarifications.

d. Department of Educational Leadership and Policy Studies

The Committee reviewed the tenure track personnel policies and procedures for the Educational Leadership and Policy Studies department. After discussion, the Committee acted on the following motion:

MSP: To send the Educational Leadership and Policy Studies Department Tenure Track Personnel Procedures to the department for clarifications.

10. Discussion of Term Limits on the PP&R Committee

The Committee tabled this discussion for a future meeting.

11. Standard Operational Procedures (PP&R bylaws)

No update.

12. Updates on Pending matters for 2019-20 AY

No updates.

13. Other/New Business

a. Exceptional Service to Students Awards

Iliana Carvajal updated the Committee that the Provost has decided to continue offering the Exceptional Service to Students Awards. The PP&R Committee will organize an announcement of the awards and the application process to campus in March. These awards are for use in the

2020-21 Academic Year. The Committee will organize a timeline for the application deadline, the review of the applications, and when the awards will be announced. The Committee would like to make the announcement before faculty leave for Spring Break on March 16th. A subcommittee will be selected to oversee the process. Lesley Krane, Rosa RiVera-Furumoto, and Rosa Angulo-Barroso volunteered to serve on the subcommittee. The Committee will discuss this further at the next meeting.

- b. David Moguel asked for the Committee to discuss the use of the phrase “and/or” found in Section 600 and Section 700 at the next meeting.

14. Adjournment

The meeting was adjourned at 4:20 pm.