

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 6, 2019 APPROVED BY COMMITTEE March 13, 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, Kenneth Lee, David Moguel, Rosa Rivera-Furumoto, Sean Murray, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: Lynn Lampert

Visitors: None

Staff Present: Sheila Grant & James Mackin, Interim Executive Secretary, Albert Alcazar, Recording Secretary

Staff Absent: Iliana Carvajal

1. Call to Order

Wiegley called the meeting to order at 1:09 p.m.

2. Approval of Minutes for February 20, 2019

The Committee reviewed the minutes for February 20, 2019. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting February 20, 2019 be approved as amended pending revisions.

Passed.

3. Announcements

James Mackin is the Interim Associate Vice President for Faculty Affairs and will serve as Executive Secretary for PP&R.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Schmidt-Levy shared with the Committee that the Search Committee has completed all four on-campus interviews.

B. Dean, Michael D. Eisner College of Education

Vickie Ebin shared with the Committee that there is no update on the search.

C. Dean, College of Engineering and Computer Science

Jeff Wiegley shared with the Committee that the Search Committee has completed rubrics and measures for the candidates, have submitted them to the Office of Equity and Diversity, and received approval for them. The Search Committee is now waiting for the six weeks to have elapsed for the candidate pool to be open and will begin reviewing applications after the Spring recess.

5. Section 600 Decisions/Approvals/Inquiries

A. 650.2 Faculty Early Retirement Program (Suggested Revision).

The policies and procedures covering aspects of the Faculty Early Retirement Program (FERP) are subject to change as the Collective Bargaining Agreement is re-negotiated. For the most updated information, contact the Office of Faculty Affairs (677-2962), and see the current contract at the following website:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/2014-2017/](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2014-2017/)

Faculty members who participate in the Faculty Early Retirement Program will have the option of teaching full-time during one semester of each succeeding year and receive half an annual salary based on the rank and step they held at retirement or teaching half-time each semester and receive 50 percent of an annual salary based on the rank and step they held at retirement. During the semester of ~~full-time~~ FERP service, the faculty member will be expected to fulfill normal obligations, including teaching, advisement, committee service, and other instructionally related assignments which would be required if the faculty member had not retired.

No update. Sheila Grant was unable to inquire with Chancellor's Office and requested clarification on revisions. William Whiting provided clarification about the revision related to full-time and part-time personnel committee service. Sheila Grant will inquire with the Chancellor's Office on the FERP regulations on the system level. Discussion will continue when information from the Chancellor's Office is reported.

B. Jeff Wiegley shared update on the College of Science and Mathematics College Personnel Committee's request for extension to RTP deadline for file being reviewed at the Department level (Chemistry and Biochemistry) – one week extension. Extension approved by email.

- C. Jeff Wiegley shared update on the College of Engineering and Computer Science College Personnel Committee and Dean's request for extension on RTP deadline (MSEM) – three week extension requested. Provost agreed to the extended period.
- D. Update of RTP requirements for Department of Health Sciences in relation to the college personnel procedures

An inquiry was received from the Health Sciences department on a difference in the department's personnel procedures on contributions to the field of study criteria versus the college personnel procedures. The Health Sciences department personnel procedure says that a multi-author publication will count, however the college personnel procedure says that a multi-author publication can count only if the faculty member justifies their involvement. PP&R Chair has advised evaluators on proper execution of responsibilities given these inconsistencies.

#### 6. Update on Exceptional Service to Student Awards

Vickie Ebin shared that Lynn Lampert is the Chair of the program and notification was sent to faculty and the application deadline is March 29.

#### 7. Department and College Personnel Procedures

##### A. Deaf Studies (Judy Smicht-Levy)

The Committee reviewed the tenure track personnel procedures for the Deaf Studies department. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** To reaffirm the interpretation of outside review to mean review external to CSUN.

Approved.

The procedures were sent back to the department for revisions.

##### B. Marketing (Lynn Lampert)

Postponed until next meeting.

##### C. Special Education (Kenneth Lee)

The Committee reviewed the tenure track personnel procedures for the Special Education department. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the Tenure Track personnel procedures for the Special Education Department be approved as amended, pending acceptance by the department and receipt of a clean e-copy.

Approved.

**MSP:** The personnel procedures were approved pending acceptance of revisions by the department, and receipt of a clean e-copy.

Approved.

D. Urban Studies and Planning (David Russell)

The Committee reviewed the tenure track personnel procedures for the Urban Studies and Planning department. The Committee suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the Urban Studies and Planning Tenure Track procedures be sent back to the department for clarifications.

Approved.

E. Management (William Whiting)

The Committee reviewed the Tenure Track, Lecturer, and Post Tenure Review personnel procedures from the Management department. After discussion, the Committee acted on the following motion:

**MSP:** That the Tenure Track procedures from the department of Management be sent back to the department for clarifications. That the Lecturer and Post Tenure Review procedures be approved as amended, pending acceptance by the department and receipt of a clean e-copy.

Approved.

F. MSEM (Jeff Wiegley)

The Committee reviewed the Tenure Track and Post Tenure Review department personnel procedures from Manufacturing Systems Engineering and Management. After discussion, the Committee acted on the following motion:

**MSP:** That the Tenure Track and Post Tenure Review procedures from the department of Manufacturing Systems Engineering and Management be approved as amended, pending acceptance by the department and receipt of a clean e-copy.

Approved.

***Postponed items until next meeting.***

G. System and Operations Management (David Moguel)

H. Modern & Classical Languages and Literatures (Lesley Krane)

9. Other/New Business

None.

10. Adjournment

The meeting was adjourned at 4:55 pm. The next meeting of the Committee is scheduled for 1:00 p.m. on March 13, 2019 in University Hall, room 277.