

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

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MINUTES OF MEETING September 2, 2020 APPROVED BY COMMITTEE September 16, 2020
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, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, Veda Ward

Members Absent: None

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:00pm

2. Introductions

All members introduced themselves.

3. Approval of Minutes from May 13, 2020

The Committee reviewed the minutes for May 13, 2020. The Committee acted on the following motion:

MSP: Approval of minutes of the May 13, 2020 meeting.

4. Announcements

a. Schedule of PP&R Meetings

Committee reviewed the schedule of Committee meetings for the 2020-21 AY. Stein proposed starting meetings promptly at 1:00pm. Committee agreed.

b. RTP Roadshows

PP&R members were encouraged to attend the session for their own college, or another session if they are unable to attend the one for their own college. PP&R members were also asked to let their colleagues know in their colleges so that they can also attend the sessions.

c. ePIF/ePAF

Campus will be using Interfolio for virtual PIF/PAF documents. The entire RTP review process will be online this year.

d. Sabbatical Deferrals

New expectations will be set for future sabbatical deferrals. The next sabbatical cycle will require an application and approval to defer a new sabbatical.

e. Faculty on Leave and Additional Pay

Guido provided reminder that faculty on sabbatical and other leaves are not eligible to receive additional pay.

f. Search and Screen Manuals

Editorial changes made to Full-Time Faculty Search and Screen Manual were shared. Committee approved of changes.

- g. 2020-21 Academic Calendar of Personnel Procedures
Stein reviewed with the Committee the 2020-21 Academic Calendar of Personnel Procedures. Committee was asked to remind departments so that new faculty are aware of deadlines

5. Updates on Section 600 Searches

- a. Vice Provost – Search will move forward in Spring 2021 regardless of virtual environment
- b. Dean of Humanities – The college search committee wants to have face-to-face interviews of potential Dean candidates; as such, it is unclear whether or not this search will occur in the Spring due to COVID-19
- c. Associate Dean for Tseng College – No updates.
- d. AVP Research and Sponsored Programs– Several candidates were interviewed via Zoom this week; Search Committee will be making recommendations soon.
- e. AVP for Student Success and Support Services – This position is being reconfigured at this time.

6. Update on Adoption of Policy Recommendations

- a. Policy 612.3 on the ability of a faculty member to opt out of a third 3-year term in a row on PP&R is pending a second reading at Faculty Senate. Item will be presented for a vote at the first Faculty Senate meeting this Fall.

7. Department and College Personnel Procedures

- a. 2020-21 Schedule of Review
Stein reviewed with the Committee the schedule of review for the 2020-21 Academic Year.
- b. Subcommittees to Review Department and College Personnel Procedures
After discussion, Stein proposed subcommittees to review Department and College Personnel Procedures.

8. **Executive Session:** Report on Retention, Tenure, and Promotion Actions taken 2019-20

Guido updated the Committee in Executive Session on the retention, tenure and promotion decisions that were effective Fall 2020.

9. Review of PP&R Documents

Committee reviewed and updated the following documents:

- PIF Guidelines
- ePIF Guidelines
- Guidelines for Review of Department and College Personnel Procedures
- Guidelines for Developing/Revising Department and College Personnel Procedures

10. Standard Operational Procedures (PP&R bylaws)

Stein, Ward, Schmidt-Levy, and Krane will work on this document together.

11. Electronic Professional Information Files

Committee discussed as part of announcements.

12. Updates on Pending matters for 2019-20 AY

- a. PP&R Annual Report for 2019-20 AY
Schmidt-Levy briefly went over Annual Report with committee. Stein stated that GRIF policy needs to be reviewed this coming year.

Committee Acted on the following motion:

MSP: Approval of Annual Report for 2019-20 AY

13. Other/New Business

- a. Section 600 and 700 copies
Copies of Section 600 and 700 are electronic this year and can be located on the Policies page of the Faculty Affairs site: <https://www.csun.edu/faculty-affairs/policies>

Stein asked to add Emeriti as new business for next meeting

14. Adjournment – Meeting adjourned at 3:54pm. The next meeting of the Committee is scheduled for 1:00pm on September 16, 2020 via Zoom.