

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 30, 2020 APPROVED BY COMMITTEE October 14, 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, George Wang, 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. Approval of Minutes from September 16, 2020

The Committee reviewed the minutes for September 16, 2020. The Committee acted on the following motion:

MSP: Approval of minutes of the September 16, 2020 meeting.

3. Announcements
 - a. RTP Road Shows Schedule Review
Guido reminded committee members that road show schedule is posted in shared Box folder. Committee members were encouraged to attend road show for their respective colleges.
 - b. Interfolio Update
Faculty going up for review/promotion are required to submit the department/college personnel procedures they are to be reviewed under. Faculty Affairs will send out a Google Form to those faculty members so that they can indicate what type of review they are going for. There are instructions embedded in Interfolio for further clarity. Faculty Affairs will also email department chairs to request that they verify that candidates have uploaded the correct department and college personnel procedures to Interfolio.
4. Updates on Section 600 Searches
 - a. Vice Provost – Search is being resumed; Committee agreed that the search committee should be able to move forward with current pool, so long as there is a sufficient pool after they confirm applicants’ continuing interest in the position.
 - b. Dean of Humanities – Search has been postponed for the rest of the year.
 - c. Associate Dean for Tseng College – No updates.
 - d. AVP Research and Sponsored Programs– Dean Toutanji presented search report for this search. PP&R acted on the following motion:

MSP: Committee approves search report as amended.

5. Updates on Section 600 Decisions, Approvals, Inquiries

a. Service credit and publications (632.4.1, 641.2.3)

Committee discussed Section 600 items related to service credit and publications, specifically whether publications that occurred during the service credit period may count toward RTP at CSUN. The committee reviewed sample language on this topic from other CSUs. It was determined that further conversation with Provost Walker and the deans will need to take place for clarification and consistency. The Chair will invite Provost Walker to a future PP&R meeting.

b. Sabbatical/Professional Leave Committees (612.2.5)

Committee discussed leave committee eligibility per Section 600, noting that the Sabbatical/Professional Leave Committees are not deemed to be the same as Personnel Committees. The committee voted on the following motion:

MSP: Sabbatical applicants are not disqualified from membership on their DPC, but must recuse themselves from leave reviews if the DPC also serves as the Sabbatical Leave Committee.

c. Clarification on Consulting with faculty and students (613.1, 612.5.2.c.4, 607.2.3)

Committee discussed language of items in Section 600 in reference to consultations with faculty and students for faculty evaluations. The desire is to be consistent with the CBA which requires that criteria for RTP review be based solely on items in the PIF and PAF as well as to be consistent with changes made by PP&R last year on this topic (634.1). The committee voted on the following motion:

MSP: DPCs, Chairs, CPCs and Deans should not solicit feedback from faculty and students unless it is according to Section 613.

PP&R formed a subcommittee to recommend additional changes to Section 600 for the future.

6. Update on Adoption of Policy Recommendations

- a. Update from Senate for Section 612.3, Voluntary Limits to Service on PP&R Committee
Faculty Senate conducted second reading on September 24, 2020, and approved the policy as amended:

612.3.2 Limits of Service on the Personnel Planning and Review Committee

- A. Faculty are elected to serve on the Personnel Planning and Review Committee for a term of three years
B. Faculty may serve multiple terms on the Personnel Planning and Review Committee consecutively. No faculty member will be required to serve more than (2) three-year terms consecutively

7. Department and College Personnel Procedures

- a. PP&R members have reached out to departments as assigned regarding the review process for department and college personnel procedures.

8. Standard Operational Procedures (PP&R bylaws)

- a. A subcommittee of PP&R has created an initial document for the PP&R bylaws. Committee members were encouraged to review the document and provide feedback to discuss at the next meeting.

9. Emeriti Review Timeline

- a. Guido and Lichtscheidl presented the Emeritus Nomination timeline for Fall 2020. Nominators/nominees must submit nomination form to DPC for review on October 14; DPC must submit recommendations to the Dean by October 30; and Dean must submit recommendations to Faculty Affairs by November 10. Faculty Affairs will submit all approved nominations to PP&R for review by November 18.

Members of the committee voted on the following motion:

MSP: Committee approves of timeline and revised emeritus nomination form.

10. Other/New Business

- a. Research and Evaluations during COVID-19
Committee discussed providing guidance to DPCs and CPCs related to expectations for research, evaluations, and leaves related to COVID-19. With many faculty not being able to achieve their research goals due to the inability to travel or the lack of access to research facilities, it may be desirable to articulate principles of review including compassion and accommodations when needed. A subcommittee was formed to assist in communication regarding this matter.

11. Adjournment – Meeting adjourned at 2:47pm. The next meeting of the Committee is scheduled for 1:00pm on October 14, 2020 via Zoom.