


Date: October 27, 2009

To: Department Personnel Committee Chairs

From: 
William Whiting, Chair
Personnel Planning and Review Committee

Re: Personnel Procedures Under Review in 2009-10 Academic Year

The purpose of this memorandum is to remind you that the personnel procedures for your department will expire at the end of Spring 2010, and must be reviewed and approved by the Personnel Planning and Review Committee during the 2009-10 Academic Year.

In Spring 2005, the Faculty Senate approved and President Jolene Koester signed a change in Section 612.5.2.f. of the *Administrative Manual* related to periodic review of department personnel procedures:

“Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the college committee for review, and then be submitted to the Personnel Planning and Review Committee for review and approval. Procedures not forwarded to, and approved by the college committee and the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new and revised criteria.”

In order to have departmental procedures for Fall 2010, the deadline for submission of department personnel procedures to the College Personnel Committee for review is November 13, 2009 or earlier. If revisions are proposed, please complete the information requested on the “Coversheet for College/Department Personnel Procedure Revisions” and forward a complete set of personnel procedures with any proposed revisions. The coversheet is available through the Faculty Affairs website at <http://www.csun.edu/~facacct/forms/>.

A subcommittee of the Personnel Planning and Review Committee has been assigned to review your department personnel procedures and will contact you shortly to offer their assistance in developing your procedures. In the meantime, if you have any questions regarding this matter, please contact me at Ext. 4917 or the Office of Faculty Affairs at Ext. 2962.

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cc: Department Chairs
College Deans