

California State University, Northridge

Personnel Planning and Review Committee  
Annual Report (May 2011)  
Academic Year 2010 - 2011

I. Membership

The Committee membership consisted of the Faculty President and twelve members of the faculty elected by their colleagues in the eight Academic Colleges, the Library and the Student Affairs area. The Associate Vice President of Faculty Affairs, Penelope Jennings, served as Executive Secretary for the Committee.

John Adams	Modern and Classical Languages and Literatures
David Aks	Music
Karen Anderson	University Library
Nagwa Bekir (Fall 2010 )	Electrical and Computer Engineering
Janna Beling (Spring 2011)	Physical Therapy
Marshall Bloom	University Counseling Services
Matthew Cahn	Political Science
Richard Castallo	Educational Leadership and Policy Studies
James Dow	Finance, Real Estate and Insurance
Sheila Grant	Psychology
Fermin Herrera	Chicana/o Studies
Magnhild Lien (Chair/Spring 2011)	Mathematics
Steven Stepanek	Computer Science, Faculty President
William Whiting* (Chair/Fall 2010)	Kinesiology

\*William Whiting stepped down from the Committee in January 2011 to take the position as Senior Director, Faculty Affairs.

II. Meetings

Fall Semester (7)

September 8  
September 22  
October 6  
October 20  
November 3  
December 1  
December 15

Spring Semester (12)

January 26  
February 9  
February 23  
March 9  
March 23  
March 30  
April 13  
April 20  
April 27  
May 4  
May 11  
May 18

III. Committee Actions

A. Appeals of Negative Recommendations at the College Level for Tenure and/or Promotion

The Committee considered one appeal on retention, tenure and promotion and made a recommendation to the Provost and Vice President of Academic Affairs.

B. Approval of 2011-2012 Academic Year Calendar of Personnel Actions

A proposed calendar for 2011-2012 personnel actions was approved.

C. Recommendation of Candidates for Emeritus Status

Twenty-one senior tenured faculty members who retired during the 2010-2011 year or earlier were recommended for Emeritus status. (Attachment A).

D. Search and Screen Committees

The report of three Search and Screen Committees convened during the 2010-2011 academic year were reviewed and approved.

1. Vice Provost
2. Dean of the University Library
3. Interim Associate Dean of the College of Engineering and Computer Science

The Search and Screen Committee for the Associate Vice President for Student Life was convened during the 2010-2011 academic year. The search was not concluded by the end of the academic year.

The search for the Interim Associate Dean of the College of Social & Behavioral Sciences was approved during the 2010-2011 academic year. The search was not concluded by the end of the academic year.

The search for the Associate Dean of the Mike Curb College of Arts, Media and Communication was approved during the 2010-2011 academic year. The search was not concluded by the end of the academic year.

E. The following Sections of the Administrative Manual were forwarded to and approved by the Faculty Senate.

612.4.2.b (6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new College Personnel Procedures shall be evaluated under these new criteria.

612.5.g If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new Department Personnel Procedures shall be evaluated under the old criteria unless a

candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new Department Personnel Procedures shall be evaluated under these new criteria.

F. Review of College and Department Personnel Procedures

Thirteen sets of personnel procedures were submitted to PP&R for review. Eleven new or revised sets of procedures were approved pending revisions and receipt of a clean electronic copy. One set of procedures was not approved - department will resubmit next year. One review was not completed (Attachment B).

G. Review of Department Post Tenure Review Procedures

Six sets of post tenure review procedures were reviewed. Five new sets of procedures were approved. One review was approved pending revisions and receipt of a clean electronic copy (Attachment B).

H. Other Items

1. Chair of PP&R, AVP of Faculty Affairs, and PP&R representatives attended meetings with the Department Chairs, Department Personnel Committee Chairs, College Personnel Committee Chairs, Deans and the Provost to discuss RTP criteria and process, PIFs, and criteria for early tenure and promotion.
2. "Guidelines for Review of Department and College Personnel Procedures" were reviewed, revised and approved and posted on the PP&R website.
3. "FAQs about Professional Information Files (PIF)" were reviewed and approved. The document was sent to Department Chairs and Deans for distribution to faculty and posted on the PP&R website.
4. The "Eligibility for Service in Personnel-Related Activities" chart was developed and posted on the PP&R website.
5. Chair of PP&R, the AVP of Faculty Affairs, and PP&R representatives attended the RTP workshop sponsored by CFA.
6. Two PP&R members served on the Search and Screen Committee for the Vice Provost.
7. Two PP&R members served on the Search and Screen Committee for the Associate Vice President for Student Life.
8. One PP&R member served on the Search and Screen Committee for the Dean of the University Library.
9. One PP&R member served on the Five-Year Review Committee for the Associate Vice President for Faculty Affairs.
10. One PP&R member served on the Five-Year Review Committee for the Vice President for Information Technology and Chief Information Officer.

11. “Guidelines for Developing/Revising Department and College Personnel Policies and Procedures” were reviewed and approved. The document was posted on the PP&R website.
12. The Committee invited new members for “new member orientation” on May 18, 2011.

I. Matters Pending for the 2011-2012 Academic Year

1. Review section 632.4.2. “The University defines publication to include:...” of the Administrative Manual.
2. Revisit the “grandfather clause” in Section 612 of the Administrative Manual.
3. Review section 612.5.2.c.(2)(a)(iii) related to time limit for keeping written reports of class visits in the candidate’s Personnel Action File.
4. Redo the Index of the Administrative Manual.

Attachment A

**EMERITUS LIST  
Academic Year 2010-11**

**EMERITUS LIST  
Academic Year 2010-11**

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Barker, Corinne W.	SSP/AR III	1980-2011	Counseling
Chapman, Gary	Professor	1977-2011	Physics and Astronomy
Doty, Duane	Professor	1966-2011	Physics and Astronomy
Driscoll, Donna	Professor	1984-2011	Accounting and IS
Duran, Karin*	Librarian	1972-2010	Library
Finley, Mary	Librarian	1972-2010	Library
Fullner, Norman	Professor	1965-2010	Art
Gunther, Richard	Professor	1970-2010	Systems & Ops. Mgmt.
Henderson, John Robert	Professor	1970-2010	Mathematics
Huff, Robert	Professor	1988-2011	Health Sciences
Johnson, Anthony	SSP AR III	1981-2010	Counseling Services
Leach, Joel	Professor	1969-2011	Music
Lopez, Henry	Associate Professor	1971-2010	Political Science
Mayer, Ellen	SSP AR III	1984-2010	Counseling Services
Mesaros, Richard	Professor	1987-2011	Special Education
Nakagawa, Gordon	Professor	1983-2007	Asian American Studies/ Communication Studies
Rodewald, Richard	Professor	1982-2010	Philosophy
Rymsza, Leonard	Professor	1976-2010	Business Law
Sangeladji, Mohammad	Professor	1979-2010	Accounting & IS
Upadhyayula, Satyanarayana,	Professor	1971-2011	Mathematics
Wittig, Michele	Professor	1970-2011	Psychology

\* Indicates Posthumous nomination

Attachment B

Personnel Planning and Review Committee  
2010-2011 College and Department Personnel Procedure Review

<b>Procedures</b>	<b>Status</b>
Department of Anthropology	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Chicana/Chicano Studies	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Civil Engineering and Applied Mechanics	Review not completed – Department will revert to Section 600 – Will Resubmit Next Year
Department of Communication Disorders and Sciences	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Communication Studies	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Economics	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Health Sciences	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Mathematics	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Mechanical Engineering	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Social Work	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Sociology	Will Resubmit Next Year – Department will revert to Section 600
College of Business & Economics	Approved Pending Revisions and Receipt of Clean Electronic Copy
College of Health & Human Development	Approved Pending Revisions and Receipt of Clean Electronic Copy

Personnel Planning and Review Committee  
2010-2011 Department Post Tenure Review Procedure Review

<b>Procedures</b>	<b>Status</b>
Department of Anthropology	Approved
Department of Biology	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Chicana/Chicano Studies	Approved
Department of Journalism	Approved
Department of Social Work	Approved
Department of Urban Study and Planning	Approved