

California State University, Northridge

Personnel Planning and Review Committee
Annual Report (May 2012)
Academic Year 2011 - 2012

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
Janna Beling	Physical Therapy
Marshall Bloom	University Counseling Services
Matthew Cahn	Political Science
Richard Castillo	Educational Leadership and Policy Studies
Deborah Cours	Marketing
Sheila Grant	Psychology
Fermin Herrera	Chicana/o Studies
Michael Kabo	Mechanical Engineering
Magnhild Lien (Chair)	Mathematics
Steven Stepanek	Computer Science, Faculty President

II. Meetings

Fall Semester (8)

Spring Semester (10)

September 7
September 21
October 5
October 19
November 2
November 16
December 14
December 15

January 25
February 8
February 22
March 7
March 21
March 28
April 18
April 25
May 2
May 9

III. Committee Actions

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

The Committee considered three appeals on retention, tenure and promotion and made recommendations to the Interim President.

B. Approval of 2012-2013 Academic Year Calendar of Personnel Actions

A proposed calendar for 2012-2013 personnel actions was approved.

C. Review of Proposed PP&R Meeting Dates 2012 - 2013

The committee reviewed and approved the proposed PP&R meeting dates for 2012-2013.

D. Recommendation of Candidates for Emeritus Status

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

E. Search and Screen Committees

The report of three Search and Screen Committees that convened during the 2011-2012 academic year were reviewed and approved.

1. Associate Vice President Academic Resources and Planning
2. Associate Dean of the College of Engineering and Computer Science
3. Interim Director for the Office of Equity and Diversity

The search for the Associate Dean of the College of Health and Human Development was approved as an internal search during the 2011-2012 academic year. The search was not concluded by the end of the academic year.

The search for the Associate Dean of the College of Humanities was approved as an internal search during the 2011-2012 academic year. The search was not concluded by the end of the academic year.

The search for an Interim Associate Vice President for Graduate Studies, Research, and International Programs was approved as an internal search during the 2011-2012 academic year. The search was not concluded by the end of the academic year.

F. The following Section of the Administrative Manual was forwarded to and approved by the Faculty Senate.

641.1 Policy on Reappointment.

1. In order to be retained during the probationary period, a faculty member must show evidence, as demonstrated in the Professional Information File, of making progress toward meeting the requirements for tenure and promotion.

a. A probationary faculty member who shows little indication of success at this University shall not be retained for a third year. One who shows weakness but promise of improvement, may be retained for the third year; if, however, during the third year, marked improvement is not clearly in evidence, the faculty member shall not be reappointed for an additional probationary year.

b. In subsequent years, the eventual tenurability and promotability of a faculty member becomes a consideration of increasing importance when the candidate is being considered for retention.

2. Faculty who have not demonstrated that they are potentially promotable shall not be approved for tenure.

- G. The following Section of the Administrative Manual was forwarded to the Faculty Senate and sent back to PP&R for further review.

632.4 Contributions to the Field of Study.

2. The University defines publication to include:

a. Peer reviewed scholarly books and peer reviewed articles that appear in scholarly journals devoted 1) to the candidate's academic discipline or closely-related fields; and/or 2) to pedagogical research and/or teacher education in the candidate's academic discipline or closely-related fields. Departments may prescribe additional publication requirements deemed appropriate to the discipline. Such additional requirements are subject to the approval of the College Personnel Committee and Personnel Planning and Review Committee.

b. Equivalencies to publication as defined by the candidate's Department Personnel Committee. Such equivalencies shall be submitted to the appropriate College Personnel Committee for approval (see Section 612.5.2.c.(4)). College Personnel Committees shall submit approved equivalencies to publication to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c.). Definitions of equivalencies to publication shall include:

(1) Identification of the format and public forum in which the equivalency appears and a statement of its significance to the field of study.

(2) Specific procedures and criteria by which the equivalency will be evaluated. The evaluation shall include an outside review by peers in the field

- H. Review of College and Department Personnel Procedures

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

- I. Review of Department Post Tenure Review Procedures

Nine sets of post tenure review procedures were reviewed. Six new sets of procedures were approved. Three reviews were approved pending revisions and receipt of clean electronic copies (Attachment B).

- J. Change to the Academic Personnel Calendar

A proposed change to the 2011-2012 Academic Personnel Calendar in regard to the deadline for filing an appeal was approved.

- K. 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 Developing/Revising Department and College Personnel Procedures" were reviewed and posted on the PP&R website. Copies of the guidelines were

distributed to the departments that were renewing their procedures during the 2011-2012 academic year.

3. Chair of PP&R met with the Faculty Senate to discuss changes in Section 672.2.4 of the Administrative Manual to clarify the role of the Department Chair in the review of sabbatical leave applications at the department level.
4. PP&R held two open forums to discuss proposed changes to sections 632.4.2.a and 641.1 of the Administrative Manual.
5. FAQs about the proposed Policy on Reappointment and Policy on University Publication Standard were developed and approved. The documents were distributed to the members of the Executive Committee of the Faculty Senate and the members of the Faculty Senate.
6. The Chair of PP&R, the Senior Director, Academic Personnel and PP&R representatives attended the RTP workshop sponsored by CFA.
7. Two PP&R members served on the Search and Screen Committee for the Associate Vice President for Academic Resources and Planning
8. One PP&R member served on the Five-Year Review Committee for the Vice President for Advancement.
9. The Committee invited new members for “new member orientation” on May 9, 2012.

K. Matters Pending for the 2012 – 2013 Academic Year

1. Clarify the language in section 632.4.2.b(2) “The evaluation shall include an outside review by peers in the field.”
2. Revisit the University Publication Standard Policy (section 632.4.2.a)
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. Review section 622.4.3.b
5. Consider bringing the following to the Faculty Senate. “A candidate shall not be considered for early promotion/tenure unless it is requested by the candidate.”

EMERITUS LIST
Academic Year 2011-12

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Di Julio, Roger	Professor	1974-2011	Civil Engineering & Applied Mechanics
Di Julio, Shoeleh	Professor	1976-2011	Mechanical Engineering
Gardner, Joseph A	Professor	1974-2012	Technical Services
Gitisetan, Darrin	Librarian	1981-2012	Reference & Instructional Services
Hirota, Akiko	Professor	1988-2012	Modern & Classical Languages & Literatures
Lee, Paul L	Professor	1975-2012	Physics & Astronomy
Marti, Judith	Professor	1990-2012	Anthropology
Marti, Oscar	Assoc. Prof	1998-2012	Chicana/o Studies
Martin, Allen D*	Professor	1997-2011	Family Consumer Sciences
Mitchell, Rex	Professor	1982-2012	Management
Noguchi, Rei	Professor	1983-2012	English
Watkins, Patricia	Assoc. Prof	1996-2012	English
Weinberg, Nathan	Professor	1972-2011	Sociology

* Indicates Posthumous nomination

Attachment B

Personnel Planning and Review Committee
2011-2012 College and Department Personnel Procedure Review

Procedures	Status
Department of Asian American Studies	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Biology	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Chemistry and Biochemistry	Approved Pending Revisions 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 Electrical and Computer Engineering	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Environmental and Occupational Health	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Gender and Women’s Studies	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Geological Sciences	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Health Sciences	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Physical Therapy	Approved Pending Receipt of Clean Electronic Copy
Department of Physics and Astronomy	Approved Pending Revisions and Receipt of Clean Electronic Copy
College of Recreation & Tourism Management	Approved Pending Revisions and Receipt of Clean Electronic Copy
College of Sociology	Approved Pending Revisions and Receipt of Clean Electronic Copy

Personnel Planning and Review Committee
2011-2012 Department Post Tenure Review Procedure Review

Procedures	Status
Department of Deaf Studies	Approved – will follow Section 645
Department Electrical and Computer Engineering	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Elementary Education	Approved
Department of Finance, Real Estate & Insurance	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Geological Sciences	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Physical Therapy	Approved
Department of Psychology	Approved - will follow Section 645
Department of Religious Studies	Approved – will follow Section 645
Department of Sociology	Approved