

California State University, Northridge

Personnel Planning and Review Committee
Annual Report (May 2013)
Academic Year 2012 - 2013

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
Janna Beling	Physical Therapy
John Binkley*	Theater
Marshall Bloom	University Counseling Services
Matthew Cahn**	Political Science
Deborah Cours	Marketing
Katherine Dabour	Library
James Decker**	Social Work
Sheila Grant	Psychology
Julia Heinen*	Music
Michael Kabo	Mechanical Engineering
Magnhild Lien (Chair)	Mathematics
Carrie Rothstein-Fisch	Ed. Psych and Counseling
James Solomon	English
Steven Stepanek	Computer Science, Faculty President

*Julia Heinen replaced John Binkley when he was no longer eligible to serve due to new job assignment

** James Decker replaced Matt Cahn when he was no longer eligible to serve due to new job assignment

II. Meetings

Fall Semester (9)

September 5
September 19
October 3
October 17
October 31
November 5
November 14
November 28
December 12

Spring Semester (13)

January 23
February 6
February 18
February 20
March 6
March 20
March 27
April 3
April 24
May 1
May 8
May 15
May 23

III. Committee Actions

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

The Committee considered five appeals on retention, tenure and promotion and made recommendations to the Provost and Vice President of Academic Affairs.

B. Approval of 2013-2014 Academic Year Calendar of Personnel Actions

A proposed calendar for 2013-2014 personnel actions was approved.

C. Review of Proposed PP&R Meeting Dates 2013 - 2014

The committee reviewed and approved the proposed PP&R meeting dates for 2013-2014.

D. Recommendation of Candidates for Emeritus Status

Thirteen senior tenured faculty members who retired during the 2012-2013 year or earlier were recommended for Emeritus status. (Attachment A).

E. Search and Screen Committees

The reports of 9 Search and Screen Committees that convened during the 2012-2013 academic year and one Search and Screen Committee that convened in 2011-2012 academic year were reviewed and approved.

1. Interim Dean, College of Business and Economics
2. Interim Associate Dean, College of Business and Economics
3. Director of Intercollegiate Athletics
4. Vice President of University Advancement
5. Vice Provost
6. Director for the Office of Equity and Diversity
7. Vice President for Administration and Finance
8. Associate Vice President of Research and Graduate Studies
9. Dean of the College of Business and Economics
10. Associate Dean of the College of Humanities

The search for the Associate Vice President for Faculty Affairs was approved. The search was not concluded by the end of the academic year.

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

632.4 Contributions to the Field of Study

1. The University Standard

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

2. Defining Significant Scholarly and Creative Contributions

It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval (See Section 612.4.2.b.(2)). College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c).

a. Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements. Publication is a standard university measure of professional achievement. But where publication is not a, or the only, measure of achievement within a discipline, or where traditional academic peer review is not a formal part of the decision making process in the publication, dissemination, performance, or display of a candidate's work, the evaluation of the candidate must include:

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

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

b. In the absence of an approved departmental procedure defining significant scholarly or creative contributions to the field of study, the university shall recognize as significant contributions to the field of study peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field.

3. Assistant Professor, Senior Assistant Librarian, Student Services Professional – Academic-Related I.

- a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are desirable.
- b. Functions as an active member through participation in professional organizations, institutes, etc.
- c. Pioneering work in profession not required.

4. Associate Professor, Associate Librarian, Student Services Professional – Academic-Related II.

- a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are normally required.
- b. Participation in a program and carrying out of significant responsibilities in professional organizations, institutes, etc.
- c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.

5. Professor, Librarian, Student Services Professional – Academic-Related III.

- a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree ~~is~~ are required. The College or Department may have additional requirements of scholarly or creative contributions to the field of study. Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the

recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways. The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.

- b. Assumes leadership responsibilities; presents major papers in professional organizations, institutes, etc.
- c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.

643.1 Eligibility for Consideration.

- 5. Initiation of Early Review.

A faculty member will be considered for promotion before the normal time only if the faculty member notifies the Department Chair and the College Dean, in writing and prior to the start of the department-level review, that the faculty member wishes to be considered for accelerated promotion. Tenured faculty members must submit written notification early enough in the Fall semester to allow time for peer class visits as required by Section 612.5.2.c.(2)(a).

612.5 Department Level

- 2. Responsibilities.

c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:

- (2) Procedures for evaluating teaching effectiveness.

- (a) Class visits . . .

- (iii) A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

706.3 University-wide Procedures for Evaluating Teaching Effectiveness.

- 1. A class visit shall be made

c. A written report of the class visit shall be placed in the lecturer's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the to the Department Chair. A copy of the report shall be retained in the lecturer's Personnel Action File for at least five years.

Student Evaluation Policies in Section 612.5.2.c.(2)(b)(ii) and Section 706.3.2.b were brought to the Faculty Senate for discussion and both policies were reaffirmed by the Senate.

- G. The following Sections of the Administrative Manual were brought to the Senate Executive

Committee of the Faculty Senate for approval of editorial changes made necessary by new language in the Faculty Collective Bargaining Agreement

643.1.1.a, 643.1.1.d, 645.1, 645.3, 672.2.1, 672.2.4, 672.2.17, 709.3, 709.4 and 715

- H. The following Sections of the Administrative Manual were brought to the Senate Executive Committee of the Faculty Senate for approval of editorial changes

622.2 Appointment and Evaluation of Vice Presidents.

2. Evaluation

- a. Periodic review of these key administrators is designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the review committee, and the President of the University. Such evaluation shall occur at intervals not to exceed five years.
- b. Prior to the establishment of a Review Committee, the individual being reviewed will provide the President with a short written description of the major accomplishments achieved during the period under review.

622.3 Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

5. Evaluation

The President, or appropriate Vice President at the request of the President, shall establish a Review Committee to conduct evaluations at intervals not to exceed five years.

- a. Periodic evaluation of these administrators is designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the administrator to whom the administrator reports, and the President of the University. Such evaluation shall occur at intervals not to exceed five years.
- b. Prior to the establishment of a review committee, the individual being reviewed will provide the supervising administrator with a short written description of the major accomplishments achieved during the period under review.

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

3. Evaluation

The President, or Provost and Vice President for Academic Affairs at the request of the President, shall establish a Review Committee to evaluate the Deans of Colleges at intervals not to exceed five years.

- a. The periodic reviews of the College Deans are designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the Provost and Vice President for Academic Affairs, and the President of the University. Such evaluation shall occur at intervals not to exceed five years.

- b. Prior to the establishment of a Review Committee, the individual being reviewed will provide the Provost and Vice President for Academic Affairs with a short written description of the major accomplishments achieved during the period under review.

I. Review of College and Department Personnel Procedures

Fourteen sets of department and college personnel procedures were submitted to PP&R for review. Thirteen 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 clean electronic copy. (Attachment B).

Thirteen Department/Colleges submitted revisions to their Personnel Procedures related to Student Evaluations of Teaching Effectiveness to PP&R for review.

J. Review of Department Post Tenure Review Procedures

Three sets of post tenure review procedures were reviewed and approved. (Attachment B).

K. PP&R's Survey about Section 706.3.1

Department chairs and directors were invited to participate in a survey on how the current policy on reviewing part-time faculty (Section 706.3.1) was working for their departments/programs.

L. Proposed Change to the Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions

A change to Section 2.1 of the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Position* to clarify the requirement that the search committee be elected unless the Department is acting as a "committee of the whole" was approved.

2.1 Composition of the search committee

Unless the department chooses to act as a committee of the whole for the search, the Department faculty – probationary, tenured, and Faculty Early Retirement Program (FERP) faculty elect a search committee of tenure-track faculty members.

L. Other Items

1. Chair of PP&R, AVP for 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 revised to reflect the approved changes in Section 632.4 of the Administrative Manual.
3. Chair of PP&R, AVP for Faculty Affairs and one other PP&R representative presented at a Workshop for Faculty Serving on Personnel Committees.
4. Two PP&R members served on the Search and Screen Committee for the Associate Vice President of Research and Graduate Studies.
5. Two PP&R members served on the Search and Screen Committee for the Vice President of University Advancement.

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 Director of Equity and Diversity.
8. One PP&R member served on the Search and Screen Committee for the Dean of the College of Business and Economics.
9. One PP&R member and a PP&R designee served on the Search and Screen Committee for the Vice President for Administration and Finance.
10. One PP&R member and a PP&R designee served on the Search and Screen Committee for the Director of Intercollegiate Athletics.
11. One PP&R member and a PP&R designee served on the Search and Screen Committee for the Associate Vice President for Faculty Affairs.
12. The Committee invited new members for “new member orientation” on May 8, 2013.

M. Matters Pending for the 2013– 2014 Academic Year

1. Evaluate pros and cons of electronic PIFs and possibly bring a proposal to the Faculty Senate about allowing faculty to submit their PIFs electronically.
2. Reevaluate the 10-calendar day period used in the RTP process, in particular as it pertains to Sections 612.5.2.c.(2)(a)(iii) and 706.3.1.c.

Attachment A

EMERITUS LIST
Academic Year 2011-12

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Bartelt, Guillermo	Professor	1988-2013	English
Chiu, James	Professor	1979-2013	Accounting and IS
Chow, Kwang-nan	Professor	1970-2013	Mathematics
Clevenson, M. Lawrence	Professor	1975-2013	Mathematics
Daniels, Jean	Professor	1977-2013	Social Work
Danta, Darrick*	Professor	1985-2013	Geography
Garcia, Jorge	Professor	1970-2013	Chicana/o Studies
Mitchell, Rie Rogers	Professor	1970-2013	Ed. Psych. & Counseling
Rusche, Philip	Professor	1999-2008 Dean 2008-2013 Faculty	Ed. Leadership & Policy
Skolnick, Paul	Professor	1968-2013	Psychology
Stern, Cindy	Assoc. Prof	1989-2012	Philosophy
Toutant, William	Professor	1975-2013	Music
Zeitlin, Joel	Professor	1973-2013	Mathematics

* Indicates Posthumous nomination

Attachment B

Personnel Planning and Review Committee
2012-2013 College and Department Personnel Procedure Review

Procedures	Status
American Indian Studies Program	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Child Adolescent Development	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Civil Engineering and Construction Management	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Communication Disorders and Sciences	Approved Pending Revisions and Receipt of Clean Electronic Copy
Counseling Services	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Geography	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Manufacturing Systems, Engineering and Management	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Pan African Studies	Approved Pending Revision and Receipt of Clean Electronic Copy
Department of Philosophy	Approved Pending Receipt of Clean Electronic Copy
Department of Political Science	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Reference and Instructional Services (Library)	Approved Pending Revisions and Receipt of Clean Electronic Copy
Department of Technical Services (Library)	Approved Pending Revisions and Receipt of Clean Electronic Copy
College of Humanities	Approved Pending Revisions and Receipt of Clean Electronic Copy
University Library	Approved Pending Revisions and Receipt of Clean Electronic Copy

Personnel Planning and Review Committee
2012-2013 Department Post Tenure Review Procedure Review

Procedures	Status
Department of Geography	Approved
Department of Philosophy	Approved
Department of Social Work	Approved – will follow Section 645