

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

Library  
COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

**BACKGROUND INFORMATION:**

RECEIVED

DEC 14 2012

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 12/14/2012 Calif. State University, Northridge  
Office of Faculty Affairs
- Department or College initiating proposed changes Oviatt Library
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").  
Five year review - no changes
- The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Chair, Department Personnel Committee \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

M. DeHoulihan \_\_\_\_\_ 12-14-2012  
Chair, College Personnel Committee Date

Paul Struss \_\_\_\_\_ 12/14/12  
College Dean Date

Blaylock \_\_\_\_\_ 5-17-13  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'13	
<u>S'13</u>	F'14 (for change in criteria)	<u>2017-2018</u>
Approval Date	Effective Date (see attached)	Date of Next Review

## *PERSONNEL*

### **Personnel Policies and Procedures of Librarians**

This document is intended to supplement Section 600 of the CSUN Administrative Manual.

#### Responsibilities of Faculty Committees

##### College Level

##### Composition and eligibility

- a. Librarians who are serving in two or more University departments are regarded as full-time librarians if their various professional appointments add up to a full-time position. College Personnel Committee members shall be elected from tenured librarians of senior rank who are nominated at a meeting of librarians, the agenda of which has been previously distributed. Elections shall be by secret ballot. All probationary and tenured library faculty unit employees are eligible to vote. The members shall serve overlapping two-year terms.

##### Responsibilities

- c. All deliberations and policy decisions that are of a general nature and not specifically related to an individual library faculty member shall be disseminated to the entire library faculty.