

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 22, 2017 APPROVED BY COMMITTEE March 8, 2017

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 11, 12

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Lynn Lampert, Sean Murray, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: Merrill Simon

Visitors: None

Staff Present: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:25 p.m.

2. Approval of Minutes from February 8, 2017

The Committee reviewed the minutes of February 8, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of February 8, 2017 be approved as amended.

Passed 11-0-0.

3. Announcements

A. Grant announced that the new PP&R representative from the Michael D. Eisner College of Education is Professor Merrill Simon.

B. Schmidt-Levy announced that the RTP requirements in CSU San Marcos for Counselors are different from those at CSUN.

4. Section 600 Searches

A. Director, Educational Opportunity Programs

Herrera shared that the Search Committee has conducted the first round of screening the applications and will be conducting the second round in mid-March.

B. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that the Search Committee has selected the candidates who will be invited for Skype interviews.

C. Associate Dean, College of Humanities

Lemus reported that the search report is being written by the Search Committee, and the expected hire date is for August 2017.

D. Vice Provost

Lemus reported that the charge meeting was held on February 16, 2017, and the position will be posted soon.

E. Director, University Counseling Services

Schmidt-Levy reported that the search committee has selected candidates for Skype interviews.

5. Review of Extension to Deadline Request from the Social Behavioral Sciences College Personnel Committee for RTP letter for a faculty member in the Department of Anthropology

Grant shared with the Committee the request from the College of Social Behavioral Sciences CPC for an extension to the deadline for Retention/Tenure/Promotion letter to a faculty member in the Department of Anthropology. The DPC for Anthropology was previously granted an extension by the Committee. The extension to the DPC was granted to allow the department time to correct the file of a faculty member to comply with the resolution of a grievance. After discussion, the Committee acted on the following motion:

MSP: That the CPC for the College of Social and Behavioral Sciences be granted an extension from March 3, 2017 to March 10, 2017 for the College level review for a faculty member in the Department of Anthropology.

Approved 11-0-0.

6. Review of Extension to Deadline Request from Research and Graduate Studies for GRIF Application Deadline

Grant shared with the Committee a request from the Office of Research and Graduate Studies for an extension to the GRIF application deadline. A one week extension was approved.

7. Discuss Section 636.2, Sharing of Votes with the College Personnel Committee, Inquiry from College of Social Behavioral Sciences Personnel Committee

Grant shared with the Committee an inquiry from the CPC of the College of Social and Behavioral Sciences regarding the sharing of votes from the DPC with the CPC, which is found in Section 636.2 and 636.3 of the *Administrative Manual*. The CPC asked the Committee to clarify whether the phrase “including the results of final balloting” requires the Dean to share the voting results from the DPC or only the outcome of the vote. After discussion, the Committee acted on the following motion:

MSP: That the Dean of the College of Social and Behavioral Sciences must provide the voting results of the DPC to the CPC.

Approved 12-0-0.

After discussion, the Committee acted on the following motion:

MSP: That the Section 600 Subcommittee (Grant, Lampert, Wiegley, Whiting, and Murray) look into the implications and possible revisions of Section 636.

Approved 11-0-1.

8. Discuss Sections 612.2.7 & Section 612.4.2, College Personnel Committee Duties for Voting in RTP decisions, Inquiry from College of Social Behavioral Sciences Personnel Committee

The Committee reviewed an inquiry from the CPC of the College of Social and Behavioral Sciences if CPC members could abstain from voting in the retention, tenure, or promotion decision for faculty members under review. The Committee interpreted Section 612.2.7 and Section 612.4.2 to provide an answer to the CPC. After discussion, the Committee acted on the following motion:

MSP: That according to Section 612.2.7 and Section 612.4.2, an abstention from a CPC member constitutes a failure to complete the duty to provide a peer judgement and recommendation on matters of retention, tenure, and promotion, unless there are extenuating circumstances.

Approved 12-0-0.

9. Discuss Modifying Personnel Calendar Timeline for College Level RTP decisions, Inquiry from College of Social Behavioral Sciences Personnel Committee
This discussion was moved to the following Committee meeting.

10. Discuss Modifying Personnel Calendar Item #9, for Sabbatical Applications

This item will be discussed at the Retreat on March 15, 2017.

11. Review of Proposals for Adoption of Policy Recommendations

A. Section 604

The Committee reviewed the draft Proposal for Adoption of Policy Recommendation for Section 604, Professional Responsibility. After discussion, the Committee acted on the following motion:

- MSP:** That “exclusionary” be included throughout Section 604 as a behavior that a faculty member should not engage in.

Approved 12-0-0.

The proposal for adoption of policy will be amended as above. An updated proposal with a supporting rationale will be reviewed at the next meeting.

B. Section 606

The Committee reviewed the draft Proposal for Adoption of Policy Recommendation for Section 606, Personnel File. After discussion, the Committee acted on the following motion:

- MSP:** That Section 606.2.a.1 be revised as follows:

- (1) A log sheet recording all instances of access to the Personnel Action File
(except for routine maintenance).

Approved 12-0-0.

The Adoption of Policy Recommendation for 606 was revised with the change above. The Committee suggested revisions to the Summary of Supporting Reasons. After discussion, the Committee acted on the following motion:

- MSP:** That the Adoption of Policy Recommendation for Section 606 be approved as amended, and be presented at the next Senate Executive Committee meeting.

Approved 12-0-0.

C. Section 635

The Committee reviewed the draft Proposal for Adoption of Policy Recommendation for Section 635, Evaluations and Recommendations on Retention, Tenure, and Promotion. The Committee suggested revisions to the Summary of Supporting Reasons. After discussion, the Committee acted on the following motion:

MSP: That the Adoption of Policy Recommendation for Section 635 be approved as amended, and be presented at the next Senate Executive Committee meeting.

Approved 12-0-0.

D. Section 637

The Committee reviewed the draft Proposal for Adoption of Policy Recommendation for Section 637, Decision of the President. The Committee suggested revisions to the Summary of Supporting Reasons. After discussion, the Committee acted on the following motion:

MSP: That the Adoption of Policy Recommendation for Section 637 be approved as amended, and be presented at the next Senate Executive Committee meeting.

Approved 12-0-0.

E. Section 641.2.4

The Committee reviewed the draft Proposal for Adoption of Policy Recommendation for Section 641.2.4, Advanced Award of Tenure. The Committee suggested revisions to the Summary of Supporting Reasons. After discussion, the Committee acted on the following motion:

MSP: That the Adoption of Policy Recommendation for Section 641.2.4 be approved as amended, and be presented at the next Senate Executive Committee meeting.

Approved 12-0-0.

Grant and Lemus will be presenting the Adoption of Policy Recommendation for Section 606, Section 635, Section 637 and Section 641.2.4 to the Senate Executive Committee at its meeting on March 2, 2017.

12. Review of Proposed Changes to Section 612.5.2.c.(2).(b).(ii), Student Evaluations for Faculty, and Section 612.2, Composition and Eligibility of Personnel Committees (Section 600 subcommittee)

The Committee reviewed the proposed change to Section 612.5.2.c.(2).(b).(ii). CSUN has started offering electronic student teaching evaluation of faculty, as allowed by Article 15

of the CBA (see below). Section 600 should be modified to explicitly allow electronic student questionnaires.

CBA

15.15 Written or electronic student questionnaire evaluations shall be required for all faculty unit employees who teach.

After discussion, the Committee acted on the following motion:

MSP: That Section 612.5.2.c.(2).(b).(ii) be revised as follows:

- (ii) Written or electronic student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. All probationary faculty members shall have student evaluations administered in two classes in each of their first two semesters of service.

Approved 11-0-0.

Boyns deemed the above change as editorial, as Faculty President representative. After discussion, the Committee acted on the following motion:

MSP: That the change above be made to Section 700 to be consistent with the CBA.

Approved 11-0-0.

The changes above will be made to both Section 600 and Section 700.

The Committee reviewed the proposed change to Section 612.2 which refers to the wrong article of the CBA. It refers to Article 15.42 but should refer to Article 15.43. To avoid editing Section 600 each time the CBA is changed, Section 600 should simply refer to Article 15 of the CBA.

CBA

15.42 A faculty unit employee shall not serve on more than one (1) committee level of peer review.

15.43 In promotion considerations, peer review committee members must have a higher rank/classification than those being considered for promotion. Faculty unit employees being considered for promotion are ineligible for service on promotion or tenure peer review committees.

After discussion, the Committee acted on the following motion:

MSP: That Section 612.2 be revised as below:

612.2 Composition and Eligibility – General Considerations.

1. Tenure and Rank.

With the exception of the Personnel Planning and Review Committee, all personnel committees shall be composed of tenured faculty unit members selected by the probationary and tenured faculty unit employees. Because the Faculty Collective Bargaining Agreement (Article 15.42) requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion, only those members of personnel committees who are at a higher rank may participate in promotion deliberations. Consequently, some committees may have to be composed of only Professors, Librarians, or Student Services Professionals III, Academic-Related in order to conduct their business. Subject to the limitations of Article 15 of the Faculty Collective Bargaining Agreement and Section 612.5.1.b., participants in the Faculty Early Retirement Program may be eligible to serve on Department personnel committees charged with retention, tenure, and/or promotion reviews.

Approved 11-0-0.

Boyns deemed the above change as editorial, as Faculty President representative. The change above will be made to Section 600.

13. Report from Liaisons on Department/College Personnel Procedures

The members assigned as liaisons for the review of Department and College personnel procedures gave updates on their progress. The members will follow up with the departments who were granted extensions for their personnel procedures.

14. Updates from Pending Matters for the 2016-2017 Academic Year

A. eRTP subcommittee– (Zhang, Herrera, Boyns, and Grant):

The subcommittee gave an update on its progress researching eRTP options. Some members viewed a webinar on Thursday, February 23, on how San Diego State University is using Interfolio for the eRTP process.

B. Sect 600 subcommittee– (Whiting, Wiegley, Murray, Lampert, and Grant):

The subcommittee will be providing more in-depth rationales for the changes to Section 600 that were approved in meetings.

C. Manuals and MPP searches subcommittee– (Levy, Whiting, and Grant):

No update.

D. Service Credit/MOUs subcommittee– (Ayala-Alcantar, Ebin, Doonan, and Grant):

No update.

E. PP&R Composition (Committee of the Whole)

Grant and Schmidt-Levy will be discussing the constitution of PP&R membership at the next SEC meeting in March.

15. Other/New Business

None.

16. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on March 8, 2017 in University Hall 277. The meeting was adjourned at 4:52 pm.