

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 10, 2017 APPROVED BY COMMITTEE Sept. 6, 2017
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

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, Merril Simon, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: None

Visitors: Yi Li, William Watkins

Staff Present: Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

Grant called the meeting to order at 1:10 p.m.

2. Approval of Minutes from May 3, 2017

The Committee reviewed the minutes of May 3, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of May 3, 2017 be approved as amended.

Passed 12-0-0.

3. Introduction of Incoming New PP&R Members and Election of PP&R Chair

Grant welcomed the new member for of the 2017-18 Committee: Rosa Rivera Furumoto.

The Committee accepted nominations for the Chair of the Personnel Planning and Reviewing Committee. Sean Murray and Judy Schmidt-Levy were nominated. Sean Murray was elected as Chair of the Committee for the 2017-18 Academic Year.

4. Announcements

Carvajal announced that the late Emeritus nominations were submitted for President Harrison's review and that all were approved. All Emeritus recipients will be awarded Emeritus status at the Honored Faculty Reception.

5. Update on Section 600 Searches

A. Director, Educational Opportunities Program (Herrera)

Herrera shared that the Search and Screen Committee was conducting its final on-campus interviews today. The final report will be going to Senate Executive Committee during the summer for approval.

B. Vice Provost (Boyns & Doonan)

Doonan reported the Search and Screen Committee is currently conducting three on-campus interviews in early May. The final report will be going to Senate Executive Committee during the summer for approval.

6. Updates on Section 600 Decisions, Approvals, Inquiries

Amy Louff, Assistant to the Dean of the David Nazarian College of Business and Economics, inquired about who was eligible to vote on the ballot of faculty to serve on the Search and Screen Committee for the Dean position. Grant clarified with her the eligibility status.

7. **Executive Session:** Reports by Appeal Subcommittee and Discussion/Vote on Appeal

The Committee met in Executive Session to hear the recommendation of the appeal Subcommittee and to vote on the appeal. The Committee prepared a draft letter for the appellant.

8. **Executive Session:** Section 632.4.5.a Case

The Committee met in Executive Session to hear the recommendation of the Subcommittee for the request from a faculty member currently under review for promotion, to be reviewed by PP&R for an exception to the Scholarly Contributions to Field of Study, as outlined in Section 632.4.5.a. The Committee prepared a draft letter for the appellant.

9. **Executive Session:** Meeting with William Watkins to review Chief Diversity Office position

William Watkins, Vice President for Student Affairs & Dean of Students, met with the Committee to discuss the MVA and Position Description for the Chief Diversity Officer search. After discussion, the Committee acted on the following motion:

MSP: That the search for the Chief Diversity Officer be approved.

13-0-0.

After discussion the Committee held an election for the two members to serve on the Chief Diversity Officer Search and Screen Committee. Judy Schmidt-Levy and Sean Murray were elected to serve on the Search and Screen Committee.

10. **Executive Session: Meeting with Provost Yi Li to Discuss Retention, Tenure, Promotion and Appeal Cases**

Provost Li met with the Committee in Executive Session to discuss the 2016-17 RTP decisions and appeal cases.

Provost Li requested the Committee to review the criteria for advanced promotion and how it is implemented at the University. Clarification is needed for the departments, colleges, and deans about what the requirements are for advanced promotion. The language in Section 600 should be reviewed for clear guidelines and clarity.

The Provost also asked the Committee to advise the department chairs to sit down with their faculty who just went through a retention, promotion, or tenure, ~~or retention~~ review, to carefully read the Provost's letter for recommendations that the faculty should focus in the upcoming year so that resources can be provided to the faculty member.

11. **Report from Exceptional Service to Students Awards Subcommittee**

The Subcommittee shared their results from reviewing the applications for the Exceptional Service to Students Awards. There were a total of 18 awards available. There were a total of 29 applications received. The Subcommittee reviewed all the applications and were able to select 18 awardees. Communication to the recipients and those not approved for an award will be sent out before the notification deadline outlined in the application process.

12. **Review of Department and College Personnel Procedures**

A. Asian American Studies Tenure Track (Schmidt-Levy)

The Committee reviewed the tenure-track procedures from the Department of Asian American Studies. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Asian American Studies not be approved, and therefore the department will use Section 600.

Passed 10-0-0.

B. Chemistry and Biochemistry Tenure Track (Zhang)

The Committee reviewed the tenure-track procedures from the Department of Chemistry and Biochemistry. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Chemistry and Biochemistry be approved as is.

Passed 11-0-0.

C. Environmental & Occupational Health (Herrera)

The Committee reviewed the Tenure Track personnel procedures from the Department of Environmental and Occupational Health. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track personnel procedures for the Department of Environmental and Occupational Health be approved pending receipt of a clean electronic copy.

Approved 12-0-0.

The Committee reviewed the Post-Tenure Review personnel procedures from the Department of Environmental and Occupational Health. After discussion, the Committee acted on the following motion:

MSP: That the Post-Tenure Review personnel procedures for the Department of Environmental and Occupational Health be approved as is.

Approved 11-0-0.

D. Recreation & Tourism Management (Murray)

The Committee reviewed the Tenure Track personnel procedures from the Department of Recreation and Tourism Management. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track personnel procedures for the Department of Recreation and Tourism Management be approved as amended pending receipt of a clean electronic copy.

Approved 10-0-0.

E. College of AMC (Whiting)

The Committee reviewed the personnel procedures from the Mike Curb College of Arts, Media and Communications. After discussion, the Committee acted on the following motion:

MSP: That the personnel procedures for the Mike Curb College of Arts, Media and Communications be approved as amended pending receipt of a clean electronic copy.

Approved 9-0-1.

F. Electrical & Computer Engineering Tenure Track, Post-Tenure Review (Grant)

The Committee reviewed the Tenure Track and Post-Tenure Review personnel procedures from the Department of Electrical and Computer Engineering. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track and Post-Tenure Review personnel procedures for the Department of Electrical and Computer Engineering not be approved, and therefore the department will use Section 600.

Approved 9-0-0.

13. Review of Draft 2016-17 Annual Report (Grant)

The Committee reviewed the draft 2016-17 Annual Report. The Committee recommended edits to the report. Grant will send a final draft of the report to Committee members for review via email. After discussion, the Committee acted on the following motion:

MSP: The draft 2016-17 Annual Report be approved pending amendments.

Approved 7-0-0.

14. Other Business

None.

15. Break until 6:30 pm

16. Review of the Year

Grant thanked the members of the Committee for their service during the 2016-17 AY.

17. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 6, 2017 in University Hall 277. The meeting was adjourned at 8:20 p.m.

