

PERSONNEL PLANNING AND REVIEW COMMITTEE
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

For September 7, 2016

Room 277 University Hall, 1:15 p.m.

1. Call to Order and Introductions
2. Approval of Minutes from May 11, 2016
3. **Executive Session:** Meeting with Provost Yi Li to discuss the Dean Mike Curb College of Arts, Media and Communication and Director for Educational Opportunity Program Searches (**Time Certain: 1:30 pm**)
4. Meeting with Senate Executive Committee Liaison – Nazaret Dermendjian (**time certain: 2:00 pm**)
5. Announcements
 - A. Distribution of *Manuals*
 - B. Update on Summer Administrative Appointments & Personnel Decisions
 1. Interim EOP Director, approval of search process and appointment of Shiva Parsa
 2. Dean, HHD, Farrell Webb
 3. Associate Dean for DNCBE
 4. Director of UCS, review of revised MVA
 5. Assistant Vice President for Graduate Studies, MVA
 - C. 2016-17 Academic Calendar of Personnel Procedures
 - D. Schedule of PP&R Meetings
6. RTP “RoadShows”
7. Section 600 Searches for 2016
8. Senate Executive Committee and Standing Committee Expectations
9. Extraordinary Service to Students Awards (per 20.37 of CBA)
10. Review of PIF Guidelines
11. **Executive Session:** Report on Retention, Tenure, and Promotion Actions Taken 2015-2016
12. PP&R Annual Report: Matters Pending for the 2016-2017 Academic Year
 1. Continue to explore the feasibility of utilizing e-PIFs in the RTP process.
 2. Review and Clarify 10-day period in RTP process per Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c
 3. Clarify Section 622.6.2.a(1) Appointment and Evaluation of Department Chair, e.g.,
 - a. Dean calls the meeting of the Department Faculty
 - b. Search Committee *nominates* or Search Committee *receives* nominations from tenured and tenure-track department faculty

4. Review Section 600 to ensure all content is in line with the Collective Bargaining Agreement, e.g.,
 - a. Digital [student] teaching evaluations in the CBA and "written" ones described in Section 600
 - b. Clarify when the clock begins for responses to RTP letters (CBA says when candidate picks them up and 600 states after placed in the mailbox)
 5. Discuss and consider whether the search process for interim MPP positions (e.g., Directors, AVPs, Deans) should be under the purview of Section 600 (although allowing for a faster track)
 6. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications
 7. Consider adding explanation of service credit to the search and screen manual for faculty aimed at search Committees routinely providing candidates with sufficient information on service credit prior to employment negotiations commence.
 8. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
 9. Review and revise of Search and Screen Manuals, e.g.,
 - a. Include use of Skype Interviews
 - b. Include Background Checks
 10. Explore the University's use of Memorandum of Understanding (MOU) and, if appropriate, develop an advisory memo to be disseminated annually to department chairs, college deans, and probationary faculty and faculty under review.
 11. Review Section 604 on Professional Responsibility for better clarity in RTP decisions.
 12. Explore how the rule for allocating PP&R members per college was determined. Clarify why full time equivalent faculty (FTEF), which includes lecturers, is used in the calculation when PP&R primarily focuses on Section 600 matters.
13. Other/New Business
- To be discussed at next meeting Sept 21:
- Department and College Personnel Procedures
- A. 2016-2017 Schedule of Review
 - B. Creation of Subcommittees to Review Department and College Personnel Procedures
 - C. Review of Guidelines for Review of Department and College Personnel Procedures and Guidelines for Developing/Revising Department and College Personnel Procedures
14. Adjournment