

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 5, 2016 APPROVED BY COMMITTEE Oct. 19, 2016

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, Fermin Herrera, Sean Murray, Judy Schmidt-Levy, Jeff Wiegley, William Whiting, Yue (Jeff) Zhang

Member Absent: Lynn Lampert, and Kathleen Rowlands

Staff: Daisy Lemus, Executive Secretary, Michelle Kilmnick, Acting Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:17 p.m.

2. Approval of Minutes from September 21, 2016

The Committee reviewed the minutes of September 21, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of September 21, 2016 be approved as amended.

Passed unanimously.

3. Announcements

Grant encouraged the members to attend one of the Town Hall Meetings on Student Success on October 28, 2016, and December 12, 2016 from 12-1:30 pm.

4. Section 600 Searches for 2016

A. Associate Vice President, Faculty Affairs

Herrera reported that the search for the Associate Vice President for Faculty Affairs is progressing. Skype interviews will be scheduled next.

B. Director, University Counseling Services

Schmidt-Levy reported that the search for the Director, University Counseling Services is progressing. Skype interviews will be scheduled next.

C. Associate Dean, College of Humanities

Lemus met with the Search and Screen Committee for their charge meeting for the search of Associate Dean in the College of Humanities.

5. Assistant Vice President for Graduate Studies

Ayala-Alcantar updated the Committee on the progress of the search with the review of applications beginning soon.

6. Review of Management Vacancy Announcement for Director of Educational Opportunity Program

The Committee reviewed the Management Vacancy Announcement for the Director of Educational Opportunity Program and suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the Search for the Director of Educational Opportunity Program be approved.

Passed unanimously.

7. Review of Management Vacancy Announcement for Dean of the Mike Curb College of Arts, Media and Communication

The Committee reviewed the Management Vacancy Announcement for the Dean of the Mike Curb, College of Arts, Media and Communication and suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the Search for the Dean of the Mike Curb, College of Arts, Media and Communication be approved.

Passed unanimously.

8. Emeritus Policy for Lecturers Incorporated into Section 700

The Committee reviewed the Emeritus Policy for Lecturers. After discussion, the Committee acted on the following motion:

MSP: That Section 713.1-713.3 in the *Administrative Manual* be revised as follows:

713 Retirement and Emeritus Status

713.1 Rights for Retired Lecturers

Lecturers with a minimum of the equivalent of five (5) years of full-time service and satisfying other required conditions for retirement shall be accorded the following rights and privileges upon their retirement:

1. A library card allowing full use of the University Library, including interlibrary loans and any special faculty facilities in the library, including study carrels.
2. Lifetime courtesy campus parking permit.

713.2 Lecturer Emeritus Status

1. Criteria.

~~Senior tenured members of the faculty who have served a minimum of 10 years as full-time tenure track faculty at CSUN and who have retired from active service in the University, and H~~ Lecturer faculty members who have served the equivalent of a minimum of 10 years of full-time service at CSUN and who have retired from active service in the University, may be granted Emeritus status by the President of the University. ~~Those faculty members participating in the Faculty Early Retirement Program may be granted Emeritus status after completing their final semester of service.~~ The granting of Emeritus status recognizes faculty members who have met their professional responsibilities as members of an academic profession, as teachers, counselors, or librarians, as colleagues, and as members of an academic institution and who have consistently performed high quality work in the areas of (1) teaching, librarianship, or counseling, (2) scholarly or creative activity, and/or (3) service.

2. Procedures.

- a. A faculty member may be nominated for Emeritus status by the eligible faculty member, the faculty member's Department Chair (or equivalent), the faculty member's College Dean (or other equivalent administrator), or other senior-rank tenured faculty member in the University. The eligible faculty member or other nominator must submit an updated curriculum vitae and a short biography (200 words or less) of the nominee to the Department Personnel Committee and request review of the faculty member for Emeritus status, no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures.
- b. The Department Personnel Committee will review the nomination based on the criteria set forth in this section and forward the nomination and its recommendation to the College Dean (or equivalent administrator) no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures. However, the probationary and tenured members of the Department may choose to elect a Faculty Emeritus Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the Emeritus nominations. The Dean will review the nomination and recommendation based on the criteria set forth in this section and forward it with the Dean's recommendation to

the Personnel Planning and Review Committee on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. The Personnel Planning and Review Committee will review the nomination and recommendations based on the criteria set forth in this Section and forward them with the Committee's recommendation to the President of the University on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. Upon review and upon approval, Emeritus status is granted by the President of the University. The President will inform the faculty member of the final decision.

3. Encouraged to Contribute Expertise.

Emeritus faculty members are encouraged to contribute their expertise to the intellectual and cultural life of the University.

4. Ethical Obligations.

Emeritus faculty have an ethical obligation to cite CSUN as an academic affiliation when University facilities are used in the performance of their professional activities.

5. Rights and Privileges.

When University resources permit, faculty members gaining Emeritus status at California State University, Northridge, will continue to enjoy the rights and perquisites of members of the faculty that are allowed by University and State regulations. Basic rights and privileges accorded to Emeritus Faculty will include, but not necessarily be limited to, the following:

- a. An Emeritus Faculty identification card issued by the President of the University.
- b. A library card allowing full use of the University Library, including interlibrary loans, and any special faculty facilities in the Library, including study carrels.
- c. A lifetime courtesy campus parking permit.
- d. Complimentary or discounted admission to University- sponsored cultural events and ticketed regular season home athletic events, subject to availability.
- e. Notification about major public ceremonies of the University, such as commencement, dedications, open houses, convocations, and the like, and the right to participate, subject to availability.
- f. Complimentary subscriptions to selected publications of the University.
- g. Courtesy membership or access to University recreational facilities.
- h. Listing in the campus telephone directory and the University Catalog. Individuals who wish to opt out of being listed should contact the Office of Faculty Affairs for information on the opt-out process.

- i. The right to administer grants, contracts, or other research projects funded by resources outside the CSU System.
- j. Office and/or laboratory space allocated by Colleges or individual Departments after all space needs of their active faculty members have been met.
- k. Access to University electronic mail and University computing facilities and information technology resources.
- l. Upon request, and after the needs of the Department's active faculty have been met, a Department faculty mailbox. The mailbox will be used in accordance with the rules and procedures established by individual departments.
- m. Other rights and privileges as determined by the President of the University, Associated Students, and/or other individuals and agencies.

713.3 Rights and Privileges Extended to Surviving Life Partners

The University extends to surviving life partners of Emeritus Faculty those rights and privileges listed in Sections 713.2.5.a through 713.2.5.g ~~650.3.5.a through 650.3.5.g. and in Section 650.3.5.m.~~ in the Administrative Manual.

Passed unanimously.

9. Department of Art voting request

The Committee received a request from the Department of Art related to the ballot for the Search and Screen Committee for the Dean of the Mike Curb, College of Arts, Media and Communication. After discussion, the Committee acted on the following motion:

MSP: Per 609.3 (Dispute Resolution), PP&R rules that the ongoing election for nominees to the Mike Curb College of Arts, Media and Communication Search and Screen Committee be re-started to include the nominee from the Art Department, without setting precedent.

Passed unanimously.

10. Department and College Personnel Procedures Liaison Assignments

The list of assigned subcommittees was finalized.

PP&R Representative	Department / College Up for Review	Contact Information	
		Email	Phone
Fermin Herrera	Environmental & Occupational Health (HHD)	fermin.herrera@csun.edu	Dept. 2734, Office 3976
Sean Murray	Physical Therapy (HHD)	sean.murray@csun.edu	Dept. 3357, Office 2950
Kathleen Rowlands	Recreation & Tourism Management (HHD)	kathleen.rowlands@csun.edu	Dept. 2580, Office 2556
Bill Whiting	Biology (S&M)	william.whiting@csun.edu	Dept. 3205, Office 4917
Jeff Zhang	Chemistry & Biochemistry (S&M)	jeff.zhang@csun.edu	Dept. 2461, Office 6050
Christina Ayala-Alcantar	Geological Sciences (S&M)	christina.ayala-alcantar@csun.edu	Dept. 2734, Office 2737
Lynn Lampert	Physics & Astronomy (S&M)	lynn.lampert@csun.edu	Dept. 2277, Office 7104
Owen Doonan		owen.doonan@csun.edu	Dept. 2242, Office 6753
Judy Schmidt-Levy	Asian American Studies (HUM)	jlevy@csun.edu	Dept. 2366, Office 4783
Vicki Ebin	Gender & Women Studies (HUM)	vicki.ebin@csun.edu	Dept. 3101, Office 7053
Jeff Wiegley	Sociology (S&BS)	jeffw@csun.edu	Dept. 3398, Office 2038
Sheila Grant	Electrical & Computer Engineering (E&CS)	sgrant@csun.edu	Dept. 2827, Office 2983
David Boyns	All Post Tenure Review Procedures	david.boyns@csun.edu	Dept. 3591, Office 6803

11. Cluster hiring and Section 600

Grant discussed the need for clarity of the MOU and expectations on research and teaching for cluster hires. Lemus suggested that the subcommittee for MOUs provide guidance to the Deans for creating the MOUs.

12. Update on Extraordinary Service to Students Awards (per 20.37 of CBA)

Boyns reported that the subcommittee is finalizing the application.

13. Pending Matters for the 2016-2017 Academic Year, Updates from Subcommittees

The subcommittees discussed their progress for the items assigned to them.

eRTP subcommittee – (Boyns, Rowlands, Zhang, Herrera, and Grant) Members reported that the committee is researching the burdens, benefits, and necessary resources for eRTP. They are in consultation with the Office of Institutional Research and the Faculty Technology Center.

Sect 600 subcommittee – (Wiegley, Murray, Lampert, and Grant) Members met to go over items and will provide agenda items as they have them for discussion.

Manuals and MPP searches subcommittee – (Levy, Whiting, and Grant) Members had no report.

Service Credit/MOUs subcommittee – (Ayala-Alcantar, Ebin, Doonan, Grant) Members are having their first meeting today.

PP&R Composition (Item #12) Committee of the Whole- no report.

14. Other/New Business

Boyns reported receipt of Post Tenure Review procedures for the Department of Religious Studies. After discussion, the Committee acted on the following motion:

MSP: That the Post Tenure Review procedures for the Department of Religious Studies be approved.

Passed unanimously

15. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 19, 2016 in University Hall 277. The meeting was adjourned at 3:17 p.m.