

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 12, 2017 APPROVED BY COMMITTEE \_\_\_\_\_

Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM: 9

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

Members Absent: None

Visitors: Yi Li, Elizabeth Say, Farrell Webb

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

1. Call to Order

Grant called the meeting to order at 1:08 p.m.

2. Approval of Minutes from March 29, 2017

The Committee reviewed the minutes of March 29, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of March 29, 2017 be approved as amended.

Passed 11-0-0.

3. Announcements

Schmidt-Levy announced that Dr. Julie Pearce was announced as Director of University Counseling Services.

Lemus announced that Kenneth Lord, Dean of David Nazarian College of Business and Economics, will be stepping down from his position as Dean at the end of the semester to focus on the reaccreditation of the College.

4. Update on Section 600 Searches

A. Director, Educational Opportunity Program (Herrera)

Herrera shared that the Search and Screen Committee is currently scheduling candidates for on-campus interviews to be conducted in late April and early May.

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

Whiting shared that the on-campus interviews are currently in progress.

C. Vice Provost (Boyns & Doonan)

Doonan reported the Search and Screen Committee is already conducted the first and second screening of applications and will be scheduling Skype interviews.

5. Updates on Section 600 Decisions, Approvals, Inquiries

Grant reported an inquiry received about how to handle a situation in a College Personnel Committee (CPC) where a member of the CPC of Associate Professor rank, participated in the review and voting of a faculty member being promoted to full Professor. Grant responded on behalf of the Committee that the CPC should conduct a revote of the faculty member being reviewed for full Professor, without the Associate Professor member of the CPC, and send a memo to the Dean with the outcome.

Grant reported an inquiry received about how to handle a situation in a department where a faculty member under review conducted a peer class visit of another faculty member under review. Grant responded on behalf of the Committee that the faculty member who received the peer class visit must be contacted to see if they would like the peer class visit to remain in the Personnel Action File. If the faculty member wants to keep the peer class visit in the file, it will stay in the file. If not, it will be removed.

6. **Executive Session:** Report of Search for Associate Dean for Humanities, Meeting with Elizabeth Say

Dean Elizabeth Say met with the Committee to discuss the search for the Associate Dean for Humanities. The Committee reviewed the final report of the search. After discussion, the Committee acted on the following motion:

**MSP:** That the search process for the Associate Dean of the College of Humanities be approved.

12-0-0.

7. **Executive Session:** Meeting with Dean Farrell Webb for Acting Associate Dean of the College of Health and Human Development Position

Dean Farrell Webb met with the Committee to discuss the position of Acting Associate Dean for the College of Health and Human Development. The Committee reviewed the Management Vacancy Announcement and the Job Description. After discussion, the Committee acted on the following motion:

**MSP:** That the internal-to-CSUN search for Acting Associate Dean for the College of Health and Human Development be approved.

Approved 12-0-0.

8. **Executive Session: Review of Emeritus Nominations**

Postponed until the April 19 meeting.

9. **Update on Adoption of Policy Recommendations for the following Sections**

A. The update below for the six Adoption of Policy Recommendations was shared with the Committee. Grant and Lemus shared the updates and comments from the six policies presented to the Senate Executive Committee at its meeting on March 30, 2017.

**PP&R Committee Status Updates on Adoption of Policy Recommendations – As of April 5, 2017**

	<b>Policy</b>	<b>Update One</b>	<b>Update Two</b>	<b>Update three</b>
1.	<b>622.4.1, Appointment and Evaluation of Deans of College and the Library</b>	First time to SEC– March 30 <sup>th</sup>		To Senate on April 13.  Policy changed to respond to Senate Exec feedback.
2.	<b>622.6.2, Appointment and Evaluation of Department Chairs</b>	First time to SEC– March 30 <sup>th</sup>		Back to PP&R for clarification April 12 meeting
3.	<b>641.2.4, Advanced Award of Tenure</b>	No changes from 1st reading on March 9	SEC and 2 <sup>nd</sup> reading	To Senate on April 13
4.	<b>637, Decision of the President</b>	No changes from 1 <sup>st</sup> reading on March 9	SEC and 2 <sup>nd</sup> reading	To Senate on April 13
5.	<b>635, Evaluations and Recommendations on Retention, Tenure, and Promotion</b>	Changed sentence in Section 635.2.2.b due to feedback from Senate Floor on March 9	SEC and 2 <sup>nd</sup> reading	To Senate on April 13
6.	<b>606, Personnel Files</b>	Changed Summary of Supporting Responses to respond to Senate Floor comments on March 9	SEC and 2 <sup>nd</sup> reading	To Senate on April 13

The Committee reviewed the suggested edits to Section 622.4.1, Appointment and Evaluation of Deans of College and the Library. After discussion, the Committee voted on the following motion:

**MSP:** That Section 622.4.1 be revised to incorporate the suggestions from Senate Executive Committee and as amended:

**622.4** Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

Applicants shall be screened by a six-member committee ~~composed~~ comprised of

a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Professors or Librarians or Student Services Professionals, including chairs, in that College.

For colleges comprised of fewer than four departments there must be at least one member from each department. For all other colleges, there may be no more than one member from each department.

b) One member elected by the Personnel Planning and Review Committee from its own membership.

c) One member appointed by the President, ~~and~~.

d) ~~and~~ One Associated Students representative from the College, or designee.

Approved 13-0-0.

B. Grant and Lemus reported to the Committee the questions from Senate Executive Committee about the Adoption of Policy Recommendation Section 622.6.2, Appointment and Evaluation of Department Chairs.

The Committee reviewed the policy, and after discussion, the Committee acted on the following motion:

**MSP:** That Section 622.6, Appointment and Evaluation of Department Chairs be revised as follows:

**622.6** Appointment and Evaluation of Department Chairs.

1. Term of Office.

The term of office for Department Chairs shall normally be three years. A department may submit alternative policies specifying terms of a different

length to the Personnel Planning and Review Committee. At the end of a term of office, the Department Chair position shall be considered to be vacant. The vacancy shall be filled by the Appointment Procedures that follow.

2. Appointment Procedures.

a. Search and Screen Committee.

- (1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the appropriate action. The first meeting of the Search and Screen Committee shall be called by the Dean or a designee.
- (2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere shall not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

Candidates for the position of Department Chair shall be nominated by the department's tenure track faculty, or shall be self-nominated. All candidates shall have indicated a willingness to serve. A Search and Screen Committee member who becomes a candidate shall resign and be replaced.

c. Departmental Advisory Vote and Certification.

The Department Search and Screen Committee shall hold an advisory vote for Department Chair by the Department's tenure track faculty. The Department Search and Screen Committee shall tabulate and advance the results of the votes and its certification of the process to the Dean of the College. submit its nomination(s) to the tenure track faculty in the Department, for a vote. After considering the vote of the faculty in the Department, The Committee shall forward the results of the vote and the Committee's certification of the process its

~~recommendation, and the vote of the faculty in the Department, to the Dean of the College.~~

d. Responsibility of the College Dean.

The Dean of the College shall transmit to the President of the University a recommendation by the Dean and the recommendations of the Department Committee and the vote of the Department department faculty. Prior to the ~~transmitting~~ communication of the Dean's recommendation, the Dean shall provide opportunities for full-time faculty to have conferences with the Dean.

Approved 13-0-0.

This Adoption of Policy Recommendation Section 622.6.2, Appointment and Evaluation of Department Chairs shall a pending item for the 2017-18 Academic Year.

10. Review of Department and College Personnel Procedures  
A. Gender and Women's Studies Tenure Track

Discussion postponed to a future meeting.

11. **Executive Session:** Provost Yi Li to Discuss Interim Dean for David Nazarian College of Business and Economics Position

Provost Yi Li met with the Committee to discuss the position of Interim Dean for the David Nazarian College of Business and Economics. The Committee reviewed the Management Vacancy Announcement and the Job Description. After discussion, the Committee acted on the following motion:

**MSP:** That the internal-to-the-CSU search for Interim Dean for the David Nazarian College of Business and Economics be approved.

Approved 13-0-0.

12. **Executive Session:** Reports by Appeal Subcommittees and Discussion/Vote on Appeals

The Committee met in Executive Session to hear the recommendations of the appeal Subcommittees and to vote on the appeals. The Committee prepared draft letters for the appellants.

The discussion of appeals will continue in the following meeting.

13. Report from Liaisons on Department/College Personnel Procedures

Postponed until the following meeting.

14. Other Business

None.

15. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on April 19, 2017 at UN 277. The meeting was adjourned at 5:05 pm.