

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 6, 2017 APPROVED BY COMMITTEE Sept. 20, 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, Owen Doonan, Vicki Ebin, Lynn Lampert, David Moguel, Sean Murray, Judy Schmidt-Levy, David Russell, Adam Swenson, William Whiting, Jeff Wiegley

Members Absent: Rosa Rivera Furumoto

Visitors: None

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

Staff Absent:

1. Call to Order

Murray called the meeting to order at 1:15 p.m.

2. Approval of Minutes from May 10, 2017

The Committee reviewed the minutes of May 10, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of May 10, 2017 be approved as amended.

Passed 8-0-2.

3. Announcements

Swenson announced the following searches were reviewed and approved by the Senate Executive Committee

A. Update on Summer Administrative Appointments & Personnel Decisions

1. The final search report for Vice Provost was reviewed and approved. Stella Theodoulou was appointed as Vice Provost.

2. The final search report for Director, Educational Opportunities Program was reviewed and approved. Shiva Parsa was appointed as Director for the Educational Opportunities Program.
3. The final search report for the Interim Dean of the Michael D. Eisner College of Education was reviewed and approved. Shari Tarver Behring was appointed as Interim Dean for the College of Education.
4. The final search report Interim Dean of the David Nazarian College of Business and Economics was reviewed and approved. Deborah Cours was appointed as Interim Dean for the College of Business and Economics.
5. The Management Vacancy Announcement for the Interim Dean, College of Social and Behavioral Sciences was approved.
6. The Management Vacancy Announcement for the Interim Dean, College of Engineering and Computer Science was approved.
7. The final search report for the Interim Chief Diversity Officer was approved. Susan Hua was appointed as Interim Chief Diversity Officer.
8. The final search report for the Acting Associate Dean, College of Health and Human Development was approved. Marilynn Filbeck was appointed as Acting Associate Dean for the College of Health and Human Development.

B. Update on Section 600 Searches

1. Chief Diversity Officer

Murray, Rivera Furumoto, Schmidt-Levy and Swenson are serving on the search and screen committee for the Chief Diversity Officer.

2. Dean, Michael D. Eisner College of Education

Lemus gave an update of the search for the Dean of the Michael D. Eisner College of Education. A member from the Committee is needed to serve on the search committee. After discussion, the Committee acted on the following motion:

**MSP:** That Lynn Lampert be elected to serve on the Search and Screen Committee for Dean of the Michael D. Eisner College of Education.

Approved: 10-0-0.

3. Dean, David Nazarian College of Business and Economics

Schmidt-Levy gave an update on the progress of the search for the Dean of DNCBE. The search is currently is recruiting for applicants. Airport interviews have been scheduled for mid-October.

4. Interim Dean, College of Social and Behavioral Sciences

Lemus gave an update on search for the Interim Dean for the College of Social and Behavioral Sciences. The Provost is currently selecting the Advisory Committee to conduct the search.

5. Interim Dean, College of Engineering and Computer Science

Lemus gave an update on search for the Interim Dean for the College of Engineering and Computer Science. The Provost is currently selecting the Advisory Committee to conduct the search.

C. Distribution of Section 600 and 700 *Administrative Manuals*

Lemus distributed to the Committee the 2017-18 Academic Year editions of Section 600 and Section 700 of the *Administrative Manual*. Lemus informed the Committee that Sections 600 and 700 of the *Administrative Manual* are available to faculty electronically. Hard copies have been distributed to Department Chairs, Deans, the Provost, and the President.

D. 2017-18 Academic Calendar of Personnel Procedures

Murray reviewed with the Committee the 2017-18 Academic Calendar of Personnel Procedures.

E. Schedule of PP&R Meetings

Murray discussed with the Committee the 2017-18 Schedule of PP&R Meetings.

4. RTP “Road Shows”

Murray discussed the schedule for the RTP “Road Show” meetings with the Provost, AVP of Faculty Affairs, Chair of PP&R, Deans, Department Chairs, and Department and

College Personnel Committees. PP&R members were encouraged to attend the session for their own college, or another session if they are unable to attend the session for their own college.

WEDNESDAY, SEPTEMBER 13, 2017: [College of Science and Mathematics]  
3:00 PM to 3:45 PM / Eucalyptus Hall, EH 2131

THURSDAY, SEPTEMBER 14, 2017: [Mike Curb College of Arts, Media, and Communication]  
1:00 PM – 1:45 PM / Nordhoff Hall, NH 211

MONDAY, SEPTEMBER 18, 2017: [College of Social & Behavioral Sciences]  
9:00 AM – 9:45 AM / Whitsett Room, Sierra Hall 451

TUESDAY, SEPTEMBER 19, 2017: [College of Humanities]  
4:00 PM – 4:45 PM / Extended Commons, EU 100

WEDNESDAY, SEPTEMBER 27, 2017: [College of Engineering & Computer Science]  
1:00 PM – 1:45 PM / Jacaranda Hall, JH 1568

WEDNESDAY, SEPTEMBER 27, 2017: [Oviatt Library/Counseling Services]  
2:30 PM – 3:15 PM / Oviatt Library, Room 373 (3rd Floor, West Wing)

WEDNESDAY, SEPTEMBER 27, 2017: [David Nazarian College of Business and Economics]  
4:00 pm – 4:45 pm / Juniper Hall, JH 3107

TUESDAY, OCTOBER 10, 2017: [Michael E. Eisner College of Education]  
1:00 PM – 1:45 PM / Education Building, ED 1214/1216

TUESDAY, OCTOBER 10, 2017: [College of Health and Human Development]  
4:00 pm – 4:45 pm / Sequoia Hall, SQ 212

5. Department and College Personnel Procedures

A. 2017-2018 Schedule of Review

The Committee discussed personnel procedures that are scheduled for review during the 2017-18 Academic Year.

B. Creation of Subcommittees to Review Department and College Personnel Procedures

Following discussion, Murray announced the following subcommittees to review procedures:

<b>PP&amp;R Member</b>	<b>College/Department Liaison</b>	<b>Post-tenure review liaison</b>
Christina Ayala-Alcantar	Political Science	N/A
Owen Doonan	Philosophy	Philosophy
Vickie Ebin	Counseling Services	N/A
Lynn Lampert	College of Humanities	N/A
David Moguel	Child and Adolescent Development	N/A
Sean Murray	Library	N/A
Rosa Rivera Furumoto	Africana Studies	N/A
David Russell	Manu. Sys. Eng. & Mgt.	N/A
Judy Schmidt-Levy	American Indian Studies	Social Work
Adam Swenson	Geography	Geography
William Whiting	Res. Instr. & Outreach Services	N/A
Jeff Wiegley	Collection Access Mgmt Services	N/A
New CSBS Member	Comm. Disorders and Sci.	N/A

6. **Executive Session: Report on Retention, Tenure, and Promotion Actions Taken 2016-2017**

Lemus reported to the Committee a summary of the retention, tenure, and promotion decisions made by the Provost and Vice President for Academic Affairs during the 2016-2017 Academic Year.

7. **PP&R Annual Report: Matters Pending for 2017-18 Academic Year**

The Committee reviewed the following items from the 2016-17 Annual Report as pending items for the 2017-18 Academic Year.

1. Continue to explore the feasibility of utilizing e-PIFs in the RTP process.  
Steps:
  - (a) nominate and vote on new PP&R e-RTP/e-PIF subcommittee, then
  - (b) invite Interfolio representative to present an overview at PP&R meeting, & then
  - (c) arrange for Open Forums for faculty & reviewers (in order to provide information and receive feedback)

2. Review and Clarify 10-day period in RTP process per Section 706.3.1.c
3. Second Reading in Senate for the proposed policy Section 622.6.2.a(1) Appointment and Evaluation of Department Chair (First Reading on May 11, 2017).
4. Continue to review Section 600 to ensure all content is in line with the Collective Bargaining Agreement
5. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications. Clarify vague wording about expectations for promotion
6. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees  
Discuss and consider whether the search process for *interim* MPP positions (e.g., Directors, AVPs, Deans), as well as newer positions such as Chief Diversity Officer, should be under the purview of Section 600 (although allowing for a faster track)
7. Review Section 622.3.1.b – Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees – Administrative Employees: Consider PP&R vacating one of its two seats on the Search and Screen Committee for University Counseling Services (UCS) Director so that a UCS staff member can be nominated and voted in.
8. Review Section 632.4.5(a) – Exception Clause – to add clarity and remove contradictory language  
632.4.5. Professor, Librarian, Student Services Professional – Academic-Related III.  
“a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are required. The College or Department may have additional requirements of scholarly or creative contributions to the field of study. *Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways.* The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.”
9. Section 612.5.2.f – Clarify importance of CPC role in review/approval of department personnel procedures.
10. Section 612.2.7 – Clarification/addition of obligation to vote:  
Should it be required/clarified that all committee members must vote? Are members allowed to abstain? Members can be recused due to conflict of interest

but can they also choose to abstain without conflict of interest? CBA section 15.45 requires simple majority vote for approval of recommendation.

11. Review Section 643.1.c – Clarify language for Early Promotion
12. Review Section 604 on Professional Responsibility for better clarity in RTP decisions.
13. Consider adding explanation of service credit to the search and screen manual so that faculty serving on search Committees can routinely provide candidates with sufficient information on the pros and cons of service credit prior to commencement of employment negotiations
14. Review and revise of Search and Screen Manuals, e.g.
  - (a) Include use of Skype Interviews
  - (b) Include Background Checks
  - (c) New OED form
15. Consider proposing a change in Faculty Senate Bylaws Section 6.8. Personnel, Planning, and Review Committee regarding constitution of PP&R membership (e.g., two members elected via senate (at-large?).

<http://www.csun.edu/sites/default/files/PP%26R-composition.pdf>

8. eRTP Subcommittee

The following subcommittee was established to work on piloting an eRTP software for Professional Information Files (PIFs) with one college during the 2017-18 Academic year: Doonan, Moguel, Murray (coordinator), and David Russell.

9. Search and Screen Manuals Subcommittee

The following subcommittee was established to work on updating and revising the Search and Screen Manuals for Committees for Academic-Administrative Positions and for Full-Time Faculty Positions: Ayala-Alcantar, Swenson, and Whiting (coordinator).

10. Section 600/700 Subcommittee

The following subcommittee was established to work on making revisions to the Section 600 and 700 *Administrative Manuals* during the Academic Year: Ebin, Schmidt-Levy, and Wiegley (coordinator).

11. Other/New Business

None.

12. Adjournment

The meeting was adjourned at 2:50 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on September 20, 2017 – location TBA.