

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 1, 2021 APPROVED BY COMMITTEE \_\_\_\_  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_ -  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Michael Neubauer, Dino Vrongistinos, George Wang, Peggy Roller, Sylvia Macauley, Jeffrey Auerbach, Pat- Alford-Keating, Tamarah Ashton

Members Absent: None

Staff Present: Diane Guido, Executive Secretary, Letty Vargas, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:02pm. Members introduced themselves; two new members will be added soon (one from AMC and one from CSM).

2. Approval of Minutes from May 12, 2021

The Committee reviewed the minutes of May 12, 2021.

**MSP:** Approval of minutes of the May 12, 2021 meeting.

3. Announcements

a. Schedule of PP&R Meetings

- The committee reviewed the schedule for the PP&R 2021-2022 academic year and agreed to meet weekly starting in March 2022.

b. RTP “Road Shows” and Meeting with RTP Candidates

- RTP Road Shows have begun and PP&R members were encouraged to attend the session for their own college. They were also invited to attend the RTP Candidates meeting.

c. Emeritus Vote

- The committee voted by email last week to approve an emeritus candidate that was submitted in a timely manner, but unfortunately overlooked in the Office of Faculty Affairs. The application was approved by a majority by email vote and will move forward to the President for her final approval. The committee agreed that this candidate will be recorded as having been part of the Spring 2021 emeritus approval process.

d. 2021-2022 Academic Calendar Personnel Procedures, Range Elevation Calendar and Section 600/700

- The Calendar for Personnel Procedures, Range Elevation and Section 600/700 for the 2021-2022 Academic Year are posted on the Faculty Affairs website.

e. Copies of Section 600/700

- A small print run of Sections 600 and 700 will be made available to PP&R members upon request.

4. Search and Screen Manual 2021-2022

The committee discussed, reviewed and made edits to the Search and Screen Manual.

**MSP:** Approval of the 2021-22 Search and Screen Manual.

5. Update on Section 600 Searches
  - a. Associate Dean for Tseng College  
The search has been completed and the search report was approved by Senate Executive Committee in July 2021.
  - b. Dean for College of Humanities  
The search is scheduled to move forward this semester. A PP&R liaison will be identified at a subsequent meeting.
  - c. Vice President of University Relations and Advancement  
The committee discussed this new search which already underway and identified search committee members.
  
6. Updates on Section 600 Decisions, Approvals, Inquiries

Subcommittees have been formed to review the following policies:

  - a. Section 703 – Professional Responsibility for Lecturers
  - b. 606.1.b.1 – Deadline for submitting material to PIF
  - c. 634 – Consultation
  
7. Update on Adoption of Policy Recommendations

The following items were approved by PP&R last year and were not able to be reviewed by Senate Exec. They will be added to the next Senate Exec agenda.

  - i. Written Comments about Lecturers – 707
  - ii. Lecturer Evaluations - 621.4.2b
  - iii. Three-year faculty and annual application to pools – 709.1.2a-b
  
8. Department and College Personnel Procedures
  - a. The 2021-22 Schedule of Personnel Procedures to review will be created by the next PP&R meeting and will include the two carried over from last year: Chicano/a Studies – TT and DNCBE – Lecturer.
  - b. Subcommittees to review the procedures will be determined at the next meeting, once the remaining two committee members have joined PP&R.
  
9. **Executive Session:** Discussion with the Provost
  
10. Review of PP&R Documents

Committees have been formed to review and edit the following guidelines:

  - a. PIF Guidelines and ePIF Guidelines
  - b. Guidelines for Review of Department and College Personnel Procedures and Guidelines for developing/revising Department and College Personnel Procedures
  
11. Updates on Pending Matters from 2020-21 AY:
  - a. PP&R Annual Report -- **MSP**: The committee reviewed and approved the 2020-2021 report.
  - b. Standard Operating Procedures (PP&R Bylaws) – These will be reviewed at a future meeting.
  
12. Other/New Business

- a. A subcommittee was formed to look at the issue of quality in scholarly publications in order to assist faculty and reviewers who have questions about predatory publishers. The subcommittee will collect documents from departments and colleges and create a best practices document that can be incorporated into personnel procedures at the departmental and college level.
- b. The committee agreed to look at the 2018 PP&R document entitled Eligibility for Service in Personnel-Related Activities. This will be on the next agenda for discussion and possible update. The document can be found here:  
[https://www.csun.edu/sites/default/files/Personnel\\_Eligibility\\_%28rev\\_10-31-18%29.pdf](https://www.csun.edu/sites/default/files/Personnel_Eligibility_%28rev_10-31-18%29.pdf)
- c. The committee agreed to consider equity in PP&R subcommittees and ensure that each subcommittee/team/taskforce pairs a new member with a returning one.

13. The meeting adjourned at 4:07pm. The next meeting of the Committee is scheduled for 1:00pm on September 15, 2021, via Zoom.