

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 13, 2017 APPROVED BY COMMITTEE Jan. 24, 2018

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, Rosa RiVera-Furumoto, Lynn Lampert, David Moguel, Sean Murray, Victor Shaw, Judy Schmidt-Levy, Adam Swenson, David Russell, William Whiting, Jeff Wiegley

Members Absent: None

Visitors: Amy Levin, Gloria Rocklin, Casey terHorst

Staff Present: Sheila Grant, Senior Director of Academic Personnel, Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

Murray called the meeting to order at 1:20 p.m.

2. Approval of Minutes from November 29, 2017

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

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

Passed 13-0-0.

3. Announcements

Murray announced that he will be recording trainings with lecture capture for the reviewers who will be evaluating ePIFs.

4. Updates on Section 600 Searches

A. Chief Diversity Officer

No new updates.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that the campus is waiting for the announcement of the final candidate by the Provost.

C. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the announcement for the position has been posted and the search committee will begin reviewing applications in February.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Request for approval of external peer-reviewer for Deaf Studies

Murray updated the Committee on an inquiry from the Deaf Studies Department Personnel Committee for an approval to allow a high school teacher to do a peer review for a faculty being reviewed. Murray responded to the personnel committee that PP&R is not in the position to determine who is an appropriate expert in the discipline. Since the reviewer picked by the personnel committee is external to CSUN, there is no conflict with Section 600.

B. Inquiry regarding submission of ePIFs vs paper PIFs

Murray received an inquiry if it was mandatory that candidates participate in the Interfolio ePIF pilot. Murray confirmed that participation is optional, and candidates can submit paper PIFs if they choose.

C. Inquiry regarding CPCs working with PP&R department liaisons

The Chair of the College Personnel Committee for the College of Health and Human Development inquired with Murray if it was possible to consult with the PP&R liaisons assigned to the departments whose personnel procedures are due for review from the College of Health and Human Development. Murray responded that is ok to consult with the various PP&R liaisons if they choose to do so.

D. Inquiry regarding extension of PIF deadlines

An inquiry was received from a department whether an extension to submit an ePIF at a later date could be granted to a faculty member, but not to faculty submitting paper PIFs. Murray responded that is best practice for all faculty being reviewed to be

allowed the extension so that all are given the same amount of time in preparing their materials.

6. Proposal for Section 702.2, Casey terHorst, Amy Levin, Gloria Rocklin

Casey terHorst, Amy Levin, Gloria Rocklin met with the Committee to discuss a potential change to Section 702.2 that they are proposing. The reason for the proposed language change is to allow Lecturers to be able to serve on Thesis Committees for students. Since Lecturers duties are defined to teaching courses, and anything beyond those duties they must receive compensation, the proposed language would allow for the departments to be able to compensate Lecturers for serving on Thesis Committees. Compensation may be in either units or dollar amounts depending on what departments determine is best.

Proposed changes to Section 702.2 Non-Teaching Assignments:

In unusual circumstances and with appropriate approval, a lecturer may be assigned weighted teaching units for non-teaching responsibilities, such as advisement, curriculum development, or other instructionally-related activities. Lecturers may also serve on thesis/project/dissertation committees. The total unit value of such assignments, when combined with the lecturer's instructional assignment, if any, is subject to the fifteen-unit limit noted above. For service on thesis/project/dissertation committees, the department chair shall ensure that lecturers are compensated appropriately for their time.

The Committee discussed the proposed changes. Murray will research on implications of the proposed change. The discussion will continue in January.

7. Review of proposed change to Section 632.4.2 to Define External Reviewers (language from Wiegley and Murray)

The Committee reviewed the proposed language change to Section 632.4.2 to define external reviewers as outside of CSUN. After discussion, the Committee acted on the following motion:

MSP: That Section 632.4.2 be changed as follows:
632.4 Contributions to the Field of Study.

1. The University Standard.

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment

or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

1. Defining Significant Scholarly and Creative Contributions.

It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval (See Section 612.4.2.b.(2)). College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c).

- a. Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements. Publication is a standard university measure of professional achievement. But where publication is not a, or the only, measure of achievement within a discipline, or where traditional academic peer review is not a formal part of the decision making process in the publication, dissemination, performance, or display of a candidate's work, the evaluation of the candidate must include:
 - (1) Identification of the format and public forum in which the work appears and a statement of its significance to the field of study.
 - (2) Specific procedures and criteria by which the work will be evaluated. The evaluation shall ~~include outside~~ consist of reviews by peers in the field who are not employed by CSU Northridge.
- b. In the absence of an approved departmental procedure defining significant scholarly or creative contributions to the field of study, the university shall recognize as significant contributions to the field of study peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field

3. Assistant Professor, Senior Assistant Librarian, Student Services Professional – Academic-Related I.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are desirable.
 - b. Functions as an active member through participation in professional organizations, institutes, etc.
 - c. Pioneering work in profession not required.

4. Associate Professor, Associate Librarian, Student Services Professional – Academic-Related II.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are normally required.
 - b. Participation in a program and carrying out of significant responsibilities in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.

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.
 - b. Assumes leadership responsibilities; presents major papers in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.

Approved 12-0-0.

This proposal will go to the SEC at its next meeting.

8. Review of PP&R Composition Bylaws Revision (language from Grant based on feedback from Senate Exec)

During the Spring 2017 semester, possible revisions to the composition of the PP&R Committee in the Faculty Senate Bylaws was presented to the Senate Executive Committee. Based on suggestions from the Senate Executive Committee, PP&R is now reviewing the suggested language and procedures from the Senate Executive Committee, since the discussion was tabled during the Spring 17 semester. After discussion, the Committee acted on the following motion:

MSP: That the Bylaws of the Faculty Senate be revised to the following:

Bylaws with Proposed Changes:

Section 6.8. Personnel Planning and Review Committee

This committee shall consist of thirteen members, including the President of the Faculty and twelve members elected by and from the eight Colleges, the Library, and Student Affairs, each unit electing its own representatives, and two members-at-large elected by the Faculty and representing the University. Only faculty in the rank of Professor, Librarian, or Student Services Professional III - Academically Related are eligible to serve on the Personnel Planning and Review Committee. If the President of the Faculty is not eligible to serve, the Faculty President shall appoint an eligible designee. The twelve elected members shall be determined as follows: ~~apportioned annually among the Colleges, the Library, and Student Affairs by the Executive Committee of the Senate according to the number of full-time equivalent teaching faculty each employs during the semester of the election. The method of major fractions shall be used, provided that no represented unit shall have fewer than one member or more than four.~~ (a) Each of the eight colleges, the Library, and University Counseling Services shall conduct an election to elect one member to PP&R (for a total of 10 members) to a 3-year term; (b) The two remaining PP&R members shall be elected by the Faculty as PP&R committee members-at-large (to staggered 3-year terms) via an election conducted by the Senate Office; (c) All the Faculty (i.e., [refer to section in Bylaws] all full-time members of the teaching faculty and all part-time members of the teaching faculty who are serving as elected members of the Faculty Senate) are eligible to vote for these two PP&R members-at-large; (d) The elected PP&R members-at large must come from different colleges or divisions so that no represented unit shall have more than two representatives on PP&R; and (e) For tie votes, there will be a run-off election.

Approved 12-0-0.

The proposed revisions will be presented to the Senate Executive Committee at its next meeting.

In January, the Committee will continue to discuss if revisions to the Section 612.3 Personnel Planning and Review Committee will be changed to allow faculty to opt out of serving on PP&R after two consecutive terms.

9. Updates from Liaisons regarding Department/College personnel procedures

The Committee members gave updates on their progress in communicating with the departments and colleges whom they have been assigned.

10. Update Pending Matters for the 2017-18 Academic Year

A. eRTP Subcommittee

Murray updated that 15 to 20 candidates are expected to participate in ePIF pilot. A training for reviewers will be taking place soon. The Subcommittee plans on distributing an assessment tool at the end of the Spring 18 semester to collect feedback on the Interfolio product.

B. Search and Screen Manuals Subcommittee

Whiting announced that an update will be available in January.

C. Section 600/700 Subcommittee

Wiegley updated the Committee that revised language to allow faculty who have served on PP&R after two consecutive terms can opt out of serving will be reviewed at the next meeting.

12. Other/New Business

None.

13. Adjournment

The meeting was adjourned at 3:30 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on January 24, 2018 in UN 277.