

California State University, Northridge

Personnel Planning and Review Committee
Annual Report (May 2009)
Academic Year 2008-2009

I. Membership

The Committee membership consisted of the Faculty President and twelve members of the faculty elected by their colleagues in the eight Academic Colleges, the Library and the Student Affairs area. The Associate Vice President of Faculty Affairs, Penelope Jennings, served as Executive Secretary for the Committee.

John Adams	Modern and Classical Languages and Literatures
David Aks	Music
Karen Anderson	University Library
Marshall Bloom	University Counseling Services
Pamela Bourgeois (Spring 2009)	English
Irene Cota	Elementary Education
Sheila Grant	Psychology
Judith Martí	Anthropology
Jennifer Matos	Biology, Faculty President
Juana Mora (Fall 2008)	Chicano/a Studies
S.T. Mau	Civil Engineering and Applied Mechanics
Michael Neubauer	Mathematics
Elizabeth Trybus	Systems and Operations Management
William Whiting (Chair)	Kinesiology

II. Meetings

Fall Semester (8)

September 10
September 24
October 8
October 22
November 5
November 19
December 3
December 17

Spring Semester (11)

January 21
February 4
February 18
March 4
March 18
March 25
April 1
April 22
May 6
May 13
May 20

III. Committee Actions

A. Appeals of Negative Recommendations at the College Level for Tenure and/or Promotion

The Committee considered four appeals on retention, tenure, and promotion and made recommendations to the Provost and Vice President of Academic Affairs.

B. Approval of 2009-2010 Academic Year Calendar of Personnel Actions

A proposed calendar for 2009-2010 personnel actions was approved.

C. Recommendation of Candidates for Emeritus Status

Eight senior tenured faculty members who retired during the 2008-2009 year or earlier were recommended for Emeritus status. (Attachment A).

D. Search and Screen Committees

The reports of three Search and Screen Committees convened during the 2008-2009 academic year were reviewed and approved.

Vice President for Administration and Finance
Associate Dean of the College of Humanities
Associate Dean of the College of Engineering and Computer Science

E. The Following Sections of the Administrative Manual Were Forwarded to and Approved by the Faculty Senate

Section 620.2.3 – The section related to the training of Equity and Diversity Representatives was changed to read, “The Equity and Diversity Representative or designee from the search committee is required to participate in a hiring workshop on the hiring process as jointly offered by the Director of the Office of Equity and Diversity, the Faculty Senate Educational Equity Committee, and the Associate Vice President for Faculty Affairs. All other committee members are encouraged to attend. Those members who attend the workshop are responsible for disseminating this information to every committee member who did not attend. The entire search committee is responsible for ensuring that the search has been conducted in compliance with the provisions of the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions*.”

Section 622.2.2.c – The section on evaluation of Vice Presidents was changed for the evaluation of the Provost and Vice President of Academic Affairs to read: “A separate six-member Review Committee will be established to assist the President in the review of each individual except for the review of the Provost and Vice President for Academic Affairs in which case a five-member Review Committee will be established. The President shall appoint the chair of the committee for the members constituted as follows: (1) One College Dean appointed by the President (except in the case of review of the Provost and Vice President for Academic Affairs)”

Section 672.2.6 – Made three changes to the section on sabbatical leaves: (1) changed “truly outstanding and exceptional” to “outstanding,” (2) deleted “when appropriate” to require that College Personnel Committees provide written justification for all sabbatical proposals judged “outstanding,” and (3) added “The College Personnel Committee shall not submit more sabbatical leave applications ranked as outstanding than the total number of sabbatical leaves allocated to that College under Section 672.2.1.”

F. Twenty-three College and Department Personnel Procedures were Reviewed

Twenty-three sets of personnel procedures were reviewed. xxx new or revised sets of procedures were approved. (Attachment B).

G. Other Items

1. Met with representatives of Human Resources to discuss the electronic application process for administrative positions.
2. Chair of PP&R, AVP of Faculty Affairs, and PP&R representatives attended meetings with the Department Chairs, Department Personnel Committee Chairs,

College Personnel Committee Chairs, Deans, and the Provost to discuss RTP criteria and process, PIFs, and criteria for early tenure and promotion.

3. "Guidelines for Review and Development of College and Department Personnel Procedures" were reviewed and revised.
4. "FAQs about Professional Information Files (PIF)" were reviewed and revised. The document was sent to Department Chairs and Deans for distribution to faculty.
5. Chair of PP&R, the AVP of Faculty Affairs, and PP&R representatives attended the RTP workshop sponsored by the CFA.
6. The Committee continued work on revisions to Section 604.
7. Website created for PP&R.
8. One PP&R member served on the Search and Screen Committee for Associate Vice President for Administration and Finance.
9. Named one PP&R member to the Five-year Review Committee for the Provost and Vice President for Academic Affairs.
10. Developed a flowchart for "Evaluation/Recommendation on Retention, Tenure, or Promotion and Faculty Response/Rebuttals."
11. Revised "Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions."
12. Approved guidelines for "Best Practices for Peer Reviews of Teaching."
13. Reviewed PP&R new member orientation guidelines.
14. Approved a coversheet for "Proposed Changes to Department Periodic Review of Tenured Faculty (Post-Tenure Review) Procedures."
15. Reviewed and revised "Procedures to Govern Cases Considered on Appeal."
16. The Committee invited new members for "new member orientation" on May 13, 2009.

H. Matters Pending for the 2009-2010 Academic Year

1. Continue revision and update of Section 604.
2. Continue revision and update of Section 700.
3. Continue discussion of Section 643.1.1.b on early promotion
4. Develop templates for sections of department personnel procedures
5. Streamline approval process of personnel procedures

**EMERITUS LIST
A.Y. 2008-09**

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Blake, Daniel	Professor	1971-2009	Economics
Dorsey, Donna	Professor	1987-2009	Elementary Education
Douglas, Crerar	Professor	1971-2009	Religious Studies
Elbert, Jean	Professor	1996-2009	Psychology
Henry, Susan	Professor	1976-2009	Journalism
Moss, Roger	Professor	1968-2009	Psychology
Needles, Roscoe	Assoc. Professor	1975-2009	Management
Reagan, Michael	Librarian	1990-2008	Reference & Instr. Svcs.
Reichman, Sandor	Professor	1968-2009	Chemistry & Biochem.

Attachment B

Personnel Planning and Review Committee
2008-2009 College and Department Personnel Procedure Review

Procedures	Status
Central American Studies Program	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
College of Health and Human Development	Approved
College of Science and Mathematics	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
Department of Economics	Not Approved
Department of Asian American Studies	Approved
Department of Computer Science	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
Department of Deaf Studies	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
Department of Elementary Education	Review will continue in 2009-10 AY
Department of English	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
Department of Family and Consumer Sciences	Approved
Department of History	Approved pending the receipt of a clean electronic copy, and a new coversheet
Department of Management	Approved
Department of Marketing	Approved pending revisions, the receipt of a clean electronic copy, and a new coversheet
Department of Modern and Classical Languages and Literature	Approved
Department of Religious Studies	Approved pending revisions, the receipt of a clean electronic copy, and a new coversheet
Department of Secondary Education	Approved
Department of Special Education	Approved pending revisions, the receipt of a clean electronic copy, and a new coversheet
Department of Systems and Operations Management	Approved pending receipt of a clean electronic copy, and a new coversheet
Department of Urban Studies and Planning	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
Mike Curb College of Arts, Media and Communication	Approved pending revisions, the receipt of a clean electronic copy, and new coversheet
University Counseling Services	Approved