

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 14, 2018 APPROVED BY COMMITTEE March 28, 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, Lynn Lampert,
David Moguel, Sean Murray, David Russell, Judy Schmidt-Levy,
William Whiting, Jeff Wiegley

Members Absent: Rosa RiVera-Furumoto, Victor Shaw, Adam Swenson

Visitors: Sheila Grant, Senior Director for Academic Personnel

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

Staff Absent: None

1. Call to Order

Murray called the meeting to order at 1:07 p.m.

2. Approval of Minutes from March 7, 2018

The Committee reviewed the minutes of March 7, 2018. The Committee acted on the following motion:

MSP: That the minutes of the meeting of March 7, 2018 be approved as amended.

Passed 8-0-1.

3. Announcements

Lemus shared that the announcement that Provost Yi Li will be stepping down from the Provost position as of July 1st was sent to the campus. She indicated that President Harrison will be coming to PP&R at the next meeting to discuss the future search to fill the position.

4. Updates on Section 600 Searches

A. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee is conducting

phone/Skype/Zoom interviews during the following two weeks.

B. Dean, College of Social and Behavioral Sciences

Ayala-Alcantar updated the Committee that there is no progress to report.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry from Dean regarding department personnel procedures

Lemus updated the Committee on an inquiry received from a dean about a department's personnel procedures. The Dean recalls signing for approval in Fall 2010 a different set of criteria than the one approved by PP&R effective Fall 2011. The Committee discussed ways to ensure that the PP&R Chair communicates substantive changes to all reviewing parties involved in personnel procedures, including the College Dean, and suggested that new signatures from all agencies should be required on the cover sheet if there are substantive changes made to the RTP criteria during PP&R's review.

6. Update on Adoption of Policy Recommendations

Murray updated the Committee that the following Adoption of Policy Recommendations were reviewed by Faculty Senate on March 8, and approved without changes:

A. Section 604 (Professional Responsibility)

B. Section 612 (Responsibilities of Faculty Committees)

C. Section 622.3 (Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees)

7. Discussion of proposed changes to Section 632.4.2

The Committee discussed proposed language for Section 632.4.2. The committee considered defining peer reviewer as external to CSUN, as described below.

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. In the absence of departmental personnel procedures defining whom can serve as outside reviewers. The evaluation will ~~shall~~ include only outside reviews by experts ~~peers~~ in the field who are not administrators, faculty, or staff at 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

After discussion the Committee voted on the following motion:

MSP: That the proposed changes to Section 632.4 be pulled from consideration and not be moved forward.

Approved 8-2-0.

10. Review of Department and College Personnel Procedures
 - A. Asian American Studies (C. Ayala-Alcantar)

The Committee reviewed the tenure-track procedures from the Department of Asian American Studies. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Asian American Studies be sent back to the department for revisions and brought back to PP&R.

Approved 8-1-0.

- B. Political Science (C. Ayala-Alcantar)

The Committee reviewed the tenure-track procedures from the Department of Political Science. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Political Science be sent back to the department for revisions and brought back to PP&R.

Approved 9-0-0.

- C. RIOS (B. Whiting)

The Committee reviewed the tenure-track procedures from the Department of Research Instruction and Outreach Services. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Research Instruction and Outreach Services be approved as amended, contingent of the Department accepting all the revisions from PP&R, and pending receipt of clean electronic version.

Approved 9-0-0.

D. Biology (B. Whiting)

The Committee reviewed the tenure-track procedures from the Department of Biology. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Biology be sent back to the department for revisions and brought back to PP&R.

Approved 10-0-0.

11. 2017-18 RTP Appeals

Murray updated the Committee on the appeals received on March 12th. He informed the Committee that there was a misunderstanding on the protocol of how faculty file for appeals. The Academic Year Calendar of Personnel Procedures set March 12th as the deadline for appellants to file appeals to PP&R and March 16th as the deadline to submit supporting materials. In past practice, PP&R has required faculty to submit a formal memo requesting the appeal by the first deadline. Some appellants had been given conflicting instructions and therefore had not met the first the deadline. After discussion, the Committee acted on the following motion:

MSP: That the appellants be granted an extension from March 12th to March 16th, to submit a formal memo explaining why they are requesting the appeal. Supporting documents for the appeal are still due on March 16th.

Approved 10-0-0.

A. Responsibilities

Murray and Lemus shared with the Committee members the responsibilities in review appeal cases.

B. Subcommittees

The membership of the Subcommittee were discussed and finalized by the Committee for all upcoming appeals.

C. Timeline

The timeline for holding the appeal hearings and when the PP&R recommendation letters to the appellants was reviewed. PP&R will complete their reviews and submit their letters to appellants by April 23, 2018, or earlier.

12. Update on Exceptional Service to Student Awards (Lampert)

Lampert updated the Committee on the progress of the Exceptional Levels of Service to Students applications. The subcommittee reviewed applications and made selections for the awards. Murray sent out notification memos to those who applied on March 12th, the deadline for notification to the applicants. Lemus informed the Committee that the Committee met the award quota for the 2018-19 Academic Year.

13. Update on Meeting with Graduate Studies Committee (Ebin)

Ebin and Lemus updated the Committee on the meeting with Amy Levin, Casey terHorst, and Gloria Rocklin from the Graduate Studies Committee. Murray was unable to attend the meeting. The meeting was held to further discuss their proposed change to Section 702 that would clarify that Lecturers could serve on graduate thesis committees and be compensated for their time. Lemus informed the Committee that the Graduate Studies Committee indicated after the meeting that they would look into handling the matter without changing Section 700. The change to Section 702 will not be pursued at this time.

14. Updates on Pending Matters for the 2017-18 Academic Year

A. eRTP Subcommittee

No updates.

B. Search and Screen Manuals Subcommittee

Whiting is working on diversity language for manuals.

C. Section 600/700 Subcommittee

No updates.

15. Other/New Business

None.

16. Adjournment

The meeting was adjourned at 4:57 p.m.

The next meeting of the Committee is scheduled for 1:00 p.m. on March 28, 2018 in UN 277.