

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 2, 2018 APPROVED BY COMMITTEE May 9, 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, David Moguel, Sean Murray, Rosa RiVera-Furumoto, David Russell, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Victor Shaw, Adam Swenson

Members Absent: Lynn Lampert

Visitors: Colin Donahue

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 for April 25, 2018

The Committee reviewed the minutes for April 25, 2018. The Committee acted on the following motion:

MSP: That the minutes of the meeting April 25, 2018 be approved as amended.

Passed 11-0-0.

3. Announcements

None.

4. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry and request for exception on GRIF policy

Murray updated the Committee on a request for approval of an exception to the eligibility requirement for GRIF. One request was received from a faculty member. The discussion will continue at the next meeting.

B. Update on inquiry on department personnel procedures for Social Work department

Murray updated the Committee on an inquiry received from the Department of Social Work regarding a potential change to the department's personnel procedures. The Department inquired on how to allow full-time lecturers to participate in the election of department chair. The department can include in the personnel procedures that full-time lecturers can vote for the election of the Search and Screen Committee for Department Chair.

C. Inquiry on introductory language to student evaluations to campus (J. Oh)

Murray received an inquiry from Janet Oh, Director of Institutional Research, regarding creating boilerplate language to introduce the anonymous evaluations for faculty to students. This will be a pending item for the Committee for Fall 18.

D. Update on EEC inquiry on student evaluations (M. Neubauer)

Murray updated the Committee that the inquiry from the Educational Equity Committee will be a pending item for the Committee for Fall 18.

E. Update on Associate Dean for Mike Curb College of Arts, Media and Communication search

Murray updated the Committee this subject may be revisited in the Fall 18 semester.

F. Request for extension for Department Chair evaluation and Department Chair election for Central American Studies

Murray and Lemus updated the Committee that the Dean of the College of Humanities requested an extension for completing the Department Chair evaluation and to conduct the Department Chair election for the Central American Studies department. Due to personnel matters for the department, these could not be conducted this semester. After discussion, the Committee acted on the following motion:

MSP: That the Dean of the College of Humanities be granted an extension to complete the Department Chair evaluation and to conduct the Department Chair election for the Central American Studies department by the end of the Fall 18 semester.

11-0-1 approved.

4. Updates on Section 600 Searches

A. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee completed the on-campus interviews for candidates. The search committee is discussing its final recommendations.

B. Dean, College of Social and Behavioral Sciences

Ayala-Alcantar updated the Committee that the search committee is conducting on-campus interviews.

C. Director, Intercollegiate Athletics

Swenson updated the Committee that the Search Committee will be conducting airport interviews over the weekend.

D. Provost and Vice President for Academic Affairs and review of updated MVA

Schmidt-Levy and Wiegley updated the Committee that the updated MVA was sent to Human Resources for posting.

6. Meeting with Colin Donahue for Interim Intercollegiate Athletics Director

The Committee met with Colin Donahue, Vice President for Administration and Finance and CFO regarding the Interim Intercollegiate Athletics Director search. The Committee reviewed the final report of the search. After discussion, the Committee acted on the following motion:

MSP: That the search process for the Interim Intercollegiate Athletics Director position be approved.

12-0-0 approved.

7. Range Elevation Calendar for 2018-19 AY

The Committee reviewed an updated Range Elevation Calendar that was updated to incorporate feedback from Human Resources. The revised deadlines were discussed. The Committee discussed revising the deadlines in 712.2.2.b. to reflect when the Office of Human Resources is able to provide the eligibility list for range elevations to the campus. Further changes to this section will be discussed in the following academic year. After discussion, the Committee acted on the following motion:

MSP: That the Section 712.2.2.b.(2) be revised as follows:

712.2 Range Elevation

1. Eligibility and Criteria

At any time following their initial appointment within a given range on the salary schedule, lecturers may, through meeting conditional eligibility requirements and through completion of an additional graduate degree or other professional accomplishments, attain the minimum qualifications in terms of professional preparation to apply for range elevation. This will be accompanied by advancement of at least two (2) service salary increases (5%) on the salary schedule. Such minimum qualifications are described in Section 709.5.

a. Conditional Eligibility for Application for Range Elevation

Lecturers (excluding coaches) eligible for lecturer range elevation shall be limited to lecturers who have no more eligibility for Service Salary Increases pursuant to provision 12.10 in their current range and have served five (5) years in their current range.

b. Criteria for Range Elevation

Criteria for range elevation (excluding coaches) shall require lecturers to demonstrate achievement appropriate to their work assignments and the mission of the university. To receive a range elevation, lecturers must continue to demonstrate professional development since their initial appointment or last range elevation. Accumulated teaching experience alone is not considered sufficient for range elevation.

2. Procedures

a. Responsibility for Decision

The Dean, in consultation with the Department Chair, and after careful consideration of the material in the Personnel Files as defined in Section 703, shall be responsible for granting or denying a request for elevation to the next higher salary range.

b. Timing

(1) Departments shall publicize their criteria for elevation to the next higher salary range. Eligible lecturers seeking elevation must request such elevation in writing from Department Chairs. All supporting documentation that demonstrates the

applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), shall be placed in the applicant's Professional Information File, which shall be submitted with the request for elevation.

- (2) This request must be submitted to the Department Chair no later than May 1 (Spring Semester) or October 31 (Fall Semester).
- (3) The Department Chair shall notify the lecturer of the Chair's recommendation in writing within three weeks of receipt of the request.
- (4) If the Department Chair issues a negative recommendation, the lecturer may request a meet-and-confer session with the Department Chair as outlined in Section 714.2.1. If the lecturer does not request such a session, the Department Chair shall forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair shall not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.
- (5) If the Department Chair issues a positive recommendation, this recommendation shall be forwarded with the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer.
- (6) The Dean shall notify the lecturer of the Dean's decision, in writing, within ten (10) working days following the transmittal of the Department Chair's recommendation.
- (7) A positive decision by the Dean shall be implemented at the beginning of the subsequent semester of employment.
- (8) Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
- (9) Neither the Department nor the University shall take any punitive action against a lecturer for having applied for elevation to a higher salary range.

- (10) Denial of range elevation shall be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision shall be final.

Approved 10-0-0.

Adam Swenson deemed the change as editorial. This change will be incorporated into the 2018-19 Section 700 Manual.

After discussion, the Committee acted on the following motion:

MSP: That the Range Elevation Calendar be approved, pending editorial changes.

12-0-0 approved.

The updated calendar will be presented to the Senate Executive Committee on May 3.

8. Update on eRTP Interfolio Pilot for 2018-19 (Lemus)

Lemus updated the Committee that the contract in Interfolio has been extended. During the 2018-19 AY, the eRTP platform will be available to all faculty across campus. It will be each faculty member's decision to use the eRTP platform or not.

9. Executive Session: Update on Appeals

The Committee met in Executive Session to hear updates on the appeal letters and responses from faculty. The Committee discussed responses to faculty.

10. Review of Department and College Personnel Procedures

A. Child and Adolescent Development – Moguel

The Committee reviewed the tenure-track and lecturer procedures for the Department of Child and Adolescent Development. Moguel will confirm with the department that the document was reviewed and voted on by the faculty in the department. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track personnel procedures for the Department of Child and Adolescent Development be approved as amended and accepted by the department, pending receipt of a clean electronic copy.

Approved 11-0-1.

MSP: That the lecturer procedures for the Department of Child and Adolescent Development be sent back to the department for clarifications and brought back to PP&R.

Approved 12-0-0.

B. Communication Disorders & Sciences – Shaw

The Committee reviewed the tenure-track procedures for the Department of Communication Disorders & Sciences. After discussion, the Committee acted on the following motion:

MSP: That the personnel procedures for the Department of Communication Disorders and Sciences be approved as amended and accepted by the department, pending receipt of a clean electronic copy.

Approved 8-4-0.

C. Biology – Whiting

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

MSP: That the personnel procedures for the Department of Biology be approved as amended and accepted by the department, pending receipt of a clean electronic copy.

Approved 12-0-0.

D. Manufacturing Systems Engineering Mgmt (Tenure Track & Post-Tenure Review) - Russell

The Committee reviewed the tenure-track and Post-Tenure Review procedures from the Department of Manufacturing System Engineering & Management. The Committee suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the Post-Tenure Review personnel procedures for the Department of Manufacturing System Engineering & Management Science be sent back to the department to make the requested changes.

Approved 10-0-0.

MSP: That the tenure-track procedures for the Department of Manufacturing System Engineering & Management Science be sent back to the department for clarifications and brought back to PP&R.

Approved 10-0-0.

E. Collection Access and Management Services -Wiegley

The Committee reviewed the tenure-track procedures for the Department of Collection Access and Management Services. After discussion, the Committee acted on the following motion:

MSP: That the tenure-track procedures for the Department of Collection Access and Management Services be sent back to the department for clarifications and brought back to PP&R.

Approved 10-0-0.

F. Oviatt Library College – Ebin

The Committee reviewed the Oviatt Library College personnel procedures. After discussion, the Committee acted on the following motion:

MSP: That the personnel procedures for the Oviatt Library College be approved as is.

Approved 10-0-0.

11. Updates on Pending Matters for the 2017-18 Academic Year
A. eRTP Subcommittee

The Committee discussed meeting to put together questions for an assessment tool to be distributed to the David Nazarian College of Business and Economics and the College of Science and Mathematics who participated in the eRTP pilot.

B. Search and Screen Manuals Subcommittee

A draft will be presented at the following meeting.

C. Section 600/700 Subcommittee

None.

12. Other/New Business

None.

13. Adjournment

The meeting was adjourned at 4:51 p.m.

The next meeting of the Committee is scheduled for 1:00 p.m. on May 9, 2018 in UN 277.