

California State University, Northridge
Personnel Planning and Review (PP&R) Committee
2023-2024 Annual Report

(pending PP&R approval at the August 2024 meeting)

I. MEMBERSHIP

Macauley, Sylvia	History (Chair)
Neubauer, Michael	Mathematics (Faculty President)
Alford-Keating, Pat	University Counseling
Fernandez, Silvia	Mathematics
Foley, Brian	Special Education
Garcia, Eric	Library (Research, Instruction and Outreach Services)
Hoggan, Michael	Cinema and Television Arts
Marchetti, Paulo	Kinesiology
Minassians, Henrik	Urban Studies
Pandey, Iswari	English
Vignerone, Franck	Marketing
Vrongistinos, Konstantinos	Kinesiology
Wiegley, Jeffrey	Computer Science
Guido, Diane	Executive Secretary (Faculty Affairs)
Mendoza, Anita	Recording Secretary (Faculty Affairs)

II. MEETINGS

Fall 2023 Semester (7)

August 30, 2023
September 13, 2023
September 27, 2023
October 11, 2023
October 25, 2023
November 8, 2023
November 22, 2023 (canceled)*
December 6, 2023
December 20, 2023 (canceled)*

Spring 2024 Semester (12)

January 31, 2024
February 14, 2024
February 28, 2024
March 13, 2024
March 27, 2024
April 3, 2024
April 10, 2024
April 17, 2024
April 24, 2024
May 1, 2024
May 8, 2024
May 15, 2024

**The November 22 meeting was canceled as it was the eve of Thanksgiving, while the December 20 meeting was canceled because there were no 2nd Year RTP appeals to review.*

III. COMMITTEE ACTIONS

A. General Actions

1. Approved the Annual Report for 2022-2023 AY
2. Updated and approved the “Eligibility for Service and Personnel Related Activities” chart
3. Updated and approved the “Guidelines for Review of Department and College Personnel Procedures,” and “Guidelines for Developing/Revising Department and College Personnel Procedures.”
4. Updated and approved the visual “Process Flow-chart for Gathering Faculty and Student Comments for Faculty Evaluations” (Section 613 and CBA 11).
5. Updated and approved the “Procedures that Govern RTP Cases to be Considered on Appeal.”
6. The committee considered two appeals of Retention, Tenure and Promotion recommendations and provided the required recommendation to the Provost and Vice President for Academic Affairs.
7. Approved the 2024-2025 Academic Year Calendars of Personnel Actions and updated the visual calendar for all reviewing agencies, tenure-track faculty, and lecturers.
8. Approved the *Manual of Procedures for Search & Screen Committees for Academic-Administrative Positions* for 2024-25.
9. The committee considered one appeal for the Exceptional Service to Students Award and provided its recommendation to the candidate.

B. Section 600/700 Policy Changes

1. Approved by PP&R, Faculty Senate, and President Beck:
 - a) **Preamble to Section 600 and Section 700** – This policy adds a new Preamble to Section 600 and Section 700 to accomplish two things: 1) to emphasize the importance of the university’s JEDI values when interpreting policy, and 2) to provide specific definitions, plus the appropriate tone, for interpreting the policies that follow, some of which refer to “equity and diversity” but did not define what that means.
 - b) **Equity Language in 621-622** – This policy change updates the passive language to clearly convey the right of every member of our campus community to “work, live, and learn in an environment free from discrimination based on a protected status.”
 - c) **603.9.2 Performance Standards and Monitoring** – This policy was updated to underscore two issues: 1) the importance of departments articulating their understanding of what constitutes a predatory journal and 2) the importance of individual faculty taking the time to understand those departmental expectations and the areas of concern in their discipline so that they can avoid unintentional missteps in publishing.
 - d) **612.1 General Obligations** – To clarify the preferred order for personnel committee elections to ensure timely completion of elections by the respective deadlines.
 - e) **612.4.1 College Level (Personnel Committee)** - The policy change brings the text of Section 600 in alignment with the Section 600 Academic Year Calendar of Personnel Procedures. The need for the election of CPC by the end of the third week is to ensure appropriate committees are in place and ready to process sabbatical applications and 2nd year probationary faculty RTP files.

- f) **660 Appeals** – The policy was updated to clarify two issues: 1) the definition of an appeal, and 2) the reasons for which a faculty member can appeal a negative RTP recommendation to PP&R.
- g) **672.4 Sabbatical Leave** – This policy update makes explicit that the Sabbatical Leave Report will be made more broadly available (e.g., the to Dean, Professional Leave Committee, and Provost). This brings Section 672.4 into alignment with CBA Article 27.19

2. Policies approved by PP&R (to be reviewed by Senate Exec in Fall 2024):

- a) **707 Written Comments About Lecturers** – this policy requests removal of all references to “signed” documents to bring Section 700 into alignment with the CBA which notes that items in the PAF must have only an identified author and does not require that the document have the author’s signature.

C. **Approved/Member-Staffed Search and Screen Committees**

- Interim Vice Provost
- Director of Career Center (2 members)
- Interim Assistant Vice President, Undergraduate Studies
- Assistant Vice President, Equity and Compliance (2 members)
- Associate Vice President, Research and Sponsored Programs (2 members)
- Vice Provost (2 members)
- Interim Associate Dean, Health and Human Development
- Assistant Vice President, Faculty Programs and Initiatives (2 members)
- Interim Dean of Library
- Dean of Library (1 member)
- Interim Associate Vice President, Faculty Affairs

D. **Recommendation of Candidates for Emeritus Status**

In accordance with Section 650.3.2.b, PP&R reviewed the nominations received and made the following recommendations for Emeriti status to the President, to become effective as of 2024-2025:

First Name	Last Name	Department	Rank	Service Start	Service End
James	Chong*	Finance, Financial Planning, and Insurance	Tenured	2003	2024
Randy W.	Cohen	Biology	Tenured	1979	2024
Martin	Cohen*	Anthropology	Lecturer	1999	2024
Susan	Collins	Chemistry and Biochemistry	Tenured	1986	2023
Cathy	Costin*	Anthropology	Tenured	1991	2024
Vicki	Ebin	Health Sciences	Tenured	1998	2024

First Name	Last Name	Department	Rank	Service Start	Service End
Laura Desfor	Edles	Sociology	Tenured	2000	2023
Barbara	Eisenstock*	Journalism	Lecturer	1980	2024
Salvador	Esparza**	Health Sciences	Tenured	1994	2024
Diane	Gehart	Educational Psychology & Counseling	Tenured	2004	2024
Barbara	Gross	Marketing	Tenured	1994	2024
Lynette K.	Henderson	Art	Tenured	2012	2024
Mangshar Monica	Hussein	Finance, Financial Planning, and Insurance	Tenured	1999	2023
Stephen	Loy	Kinesiology	Tenured	1978	2024
Brian	Malec	Health Sciences	Tenured	1990	2023
Mary	Marca	English	Lecturer	1996	2014
Gloria	Melara	Computer Science	Tenured	1985	2021
Mora	Mitrushina	Psychology	Tenured	1985	2024
Richard	Moore	Management	Tenured	1983	2023
Juana	Mora	Chicana/o Studies	Tenured	1990	2018
Ignacio Bruno	Osono	Electrical and Computer Engineering	Tenured	1988	2024
Bonnie	Paller	Philosophy	Tenured	1983	2019
Pamela Lindsey	Perez	Modern & Classical Languages & Literatures	Lecturer	2001	2020
Ramin	Roosta	Electrical and Computer Engineering	Tenured	1980	2023
Mark F.	Schilling	Mathematics	Tenured	1985	2023
Sue	Sears	Special Education	Tenured	1990	2024
Gregory	Velazco y Trainosky*	Philosophy	Tenured	1998	2024
Shirley	Warren	Family and Consumer Sciences	Lecturer	1999	2023
Melanie Stallings	Williams	Business Law	Tenured	1984	2023

*Conditional recommendation pending final confirmation of eligibility by Faculty Affairs

**Posthumous award

E. **Recommendation of Awards for Exceptional Service to Students**

There were more qualified applicants than awards available. Although a total of 34 qualified applications were received, there were only 23 awards (67.6%) to be distributed. This illustrates a clear need for more funding from the Provost's Office to support the excellent work that more and more faculty are doing to support student success. The table below shows only the faculty members who were recommended for the 23 awards available. The most awards (39.1%) went to faculty in the college of HUM, followed by 34.8% to AMC; while 17.4% went to SBS and 4.3% went to ECS and COE respectively.

First Name	Last Name	Home Department	College	Awarded by PPR?
Tracy	Buenavista	Asian American Studies	HUM	YES
Monica	Gallegos	Communication Studies	CAMC	YES
Angelica	Galvan	Educational Psychology and Counseling	COE	YES
Azure	Glover	English	HUM	YES
Aram	Khachatourians	Mechanical Engineering	CECS	YES
Judy	Korin	Cinema and Television Arts	CAMC	YES
Jennifer (JC)	Lee	English	HUM	YES
Joel	Lemuel	Communication Studies	CAMC	YES
Debra Berry	Malmberg	Psychology	CSBS	YES
David	Marlett	Cinema and Television Arts	CAMC	YES
Robin	Muller	Philosophy	HUM	YES
Kelly	Opdycke	Special Education	CAMC	YES
Michelle	Rozic	Art	CAMC	YES
Omar	Ruvalcaba	Psychology	CSBS	YES
Quinn	Saunders	Cinema and Television Arts	CAMC	YES
Suzanne	Scheld	Anthropology	CSBS	YES
Heidi	Schumacher	English	HUM	YES
Robert	St. Pierre	Art	CAMC	YES
Anastasiia	Timmer	Criminology & Justice Studies	CSBS	YES
Svetlana	Tyutina	Modern & Classical Languages & Literatures	HUM	YES
Yarma	Velazquez Vargas	Chicana/o Studies	HUM	YES
Melissa	Weininger	Jewish Studies	HUM	YES
Claire	White	Religious Studies	HUM	YES

F. Review of College and Department Personnel Policies and Procedures

PP&R reviewed a total of 23 policies and procedures from 18 different departments, 3 college procedures and policies, one from the University Library, and one from University Counseling Services. For efficiency and workload equity, these policies were initially distributed among five PP&R sub-committees created to liaise with the respective department and college representatives to provide advice and guidance on the updates that were needed to each document to ensure not just equity but also compliance with Section 600 and the CBA. Once the sub-committees confirmed that all updates were complete, the entire PP&R committee then reviewed and voted to approve the submitted policies and procedures. The Table below shows a list of all approved policies and procedures scheduled to go into effect in 2024-2025. Although most of the procedures reviewed were due for their regular 5-year review, a few were submitted off-cycle for urgently needed updates.

Five-Year Personnel Policies and Procedures Reviewed in 2023-2024

College/Department	Type	Status
Arts, Media & Communication (College)	College/TT	Approved
Central American and Transborder Studies	TT	Approved
	Lecturer	Approved
Chicana/o Studies	Lecturer	Approved
Communication Disorders & Science	TT*	Approved
Deaf Studies	TT	Approved
English	TT	Approved
Geography and Environmental Studies	PTR	Approved
Health & Human Development (College)	College/TT*	Approved
Health Sciences	TT	Approved
Management	TT	Approved
	Lecturer	Approved
	PTR	Approved
Manufacturing Systems Engineering and Management	TT	Approved
	PTR	Approved
Modern & Classical Languages & Literatures	Lecturer	Approved
	TT	Approved
Nursing	TT	Approved
Philosophy	TT	Approved
Physical Therapy	TT*	Approved
Psychology	TT	Approved
	Lecturer*	Approved
Science and Mathematics (College)	College/TT	Approved
Sociology	Lecturer	Approved
Special Education	TT	Approved
Systems & Operations Management	TT	Approved
University Counseling Services	TT	Approved
	Lecturer	Approved
University Library (College)	College*	Approved
Urban Studies	TT	Approved

* Off-Cycle reviews

G. Pending business for 2024-2025

1. 652 GRIF Policy Assessment:
Section 652 requires that the Grant-Related/Specially-Funded Instructional Faculty (GRIF) appointments be reviewed every five years but the AVP for Research and Sponsored Programs noticed in Fall 2023 that this review had never been done and brought it to the attention of PP&R. Hanover Research was then hired to conduct an audit of the policy and they submitted their report at the end of April 2024. PP&R will elect a committee in Fall 2024 to review the GRIF policy against the Hanover report and make a recommendation on procedures for implementing Section 652.
2. 702.6 Professional Responsibilities for Lecturers:
While Section 604 establishes basic “Professional Responsibility” standards for tenure-track faculty, there is no equivalent for lecturers. The PP&R committee has started considering similar standards for lecturers to be included as a new Section 702.6 in the Administrative Manual.
3. 708.1 Equal Employment Opportunity Policy:
This policy will need to be updated eventually to match Section 600 reflecting the fact that the Faculty Equity and Compliance Representatives (FECRs) will replace the Equity and Diversity (E&D) Representatives.
4. 612.5.2.2.a.i Clarify Language on Required Class Visits:
PP&R received several inquiries about this issue which suggests that there is a need for additional clarification of this policy.
5. 632.3.2 Teaching Effectiveness:
PP&R, working in consultation with the Teaching Effectiveness Taskforce, hopes to develop a more descriptive and expanded definition of “Teaching Effectiveness” that would provide better guidance for the RTP review process.
6. 612.5.2.2.a.i Eligibility for Service in Personnel-Related Activities (Revised Chart & Sec 600):
PP&R received several inquiries about who is eligible to serve on which personnel committee, despite the visual chart that was prepared to help explain this policy. This suggests that there is still a need for additional clarification of the policy in Section 600.
7. PP&R Public Relations/Awareness Committee:
PP&R will continue to research and solicit feedback on campus awareness of PP&R and its role on campus and come up with recommendations for enhancing the image and important role of the committee among faculty that would help make it easier for more faculty to want to serve on it willingly.