

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 8, 2024 APPROVED BY COMMITTEE _____
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Pat Alford-Keating, Silvia Fernandez, Brian Foley, Eric Garcia, Michael Hoggan, Sylvia Macauley, Paulo Marchetti, Michael Neubauer, Franck Vigneron, Jeffrey Wiegley

Members Excused: Henrik Minassians, Iswari Pandey, Dino Vrongistinos,

Staff Present: Diane Guido, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s): Kristina de la Vega

1. Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes
MSP: The committee approved the May 1, 2024 minutes.
3. Announcements
 - a. New PP&R Members for 2024-2025 – Next week will be the last PP&R meeting, and new members will be invited.
 - b. PP&R Chair election for 2024-2025 – The current PP&R chair noted interest in serving again in that role. Members are advised that formal nominations and voting will occur at the next PP&R meeting.
 - c. Chicax/Latinx Faculty and Staff group at CSUN – PP&R members received a letter from this group, which supports CSUN’s Equity in Faculty Hiring Initiative and advocates for hiring more Chicax/Latinx faculty on our campus. PP&R discussed and recommended that the Group reach out to Faculty Senate and possibly suggest that they develop and pass a Senate Resolution that would affirm the DEI principles in faculty hiring.
4. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions (Appendix B) – Kristina de la Vega addressed the context of the Management Vacancy Announcement (MVA) used for MPP (administrative) positions. This is a university-wide template used for all MPP positions across divisions. She advised that HR ensures consistency and currency in the “about the university” section and ensures that template language complies with laws and policies. Additionally, there was a workgroup that considered standards and expectations for all CSUN administrative leaders, resulting in language for all MPP position descriptions. HR advised being open to feedback for adjustment and improvement. PP&R members will suggest alternate

wording of the MPP MVA and present it to HR for review.

5. Update on Section 600 Searches
 - a. AVP, Research and Sponsored Programs – The search committee finished the campus interviews and is preparing to submit the final search report.
 - b. Vice Provost – The search committee finalized the report and it is expected to come to PP&R soon for review and approval.
 - c. AVP, Equity, and Compliance Search – The search committee had a meeting scheduled for May 6, but it was canceled by the search firm. The search is still in progress.
 - d. AVP, Faculty Programs and Initiatives – Final on-campus interviews are under way this week and next.
 - e. Dean of Library – The PP&R committee received feedback from the library faculty on the position description for the dean. Members reviewed the feedback regarding the required and preferred qualifications. PP&R will submit the recommended changes and feedback to the Provost. PP&R selected Eric as the PP&R representative to serve on the Search and Screen Committee.
 - f. Interim Dean of Library – Members reviewed the MVA and PD.
MSP: PP&R approved the MVA and PD for the Interim Dean of Library.
 - g. VP, Equity and Inclusion – no update
6. Update on Adoption of Policy Recommendations
 - a. 707 Written Comments About Lecturers – Senate Exec provided feedback and suggestions to the proposed edits at their meeting on May 2, 2024.
7. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 707 Written Comments About Lecturers – Members reviewed the revised language to help clarify the policy.
MSP: PP&R approved the revised language to move forward to Senate Exec.
 - b. 613: Responsible Authority for Collecting Comments – Members reviewed the revised policy and provided additional feedback to the sub-committee for further clarification. It is recommended that the flow chart for the Process for Gathering Faculty and Student Comments for Faculty Evaluations be revised for additional clarification. The subcommittee will meet next week to continue working on the document and flow chart.
 - c. 632.3.2 Teaching Effectiveness – Waiting for a response from the Task Force.
8. 612.5.2.2.a.i Eligibility for Service in Personnel-Related Activities (Chart) – Members discussed the first two footnotes on the chart: #1: If not personally under consideration/review; #2: No Associate Professor who is eligible for promotion or otherwise personally under consideration will serve on any personnel committee. Members considered whether faculty who are at the associate level and not intending to be considered for full professor should be eligible. If so, section 600 needs to be changed, as does the chart. Possible new language to consider: “Associate Professors under promotion consideration will not serve”. PP&R can propose alternate language for the Fall, which would take effect the following Fall (Fall 2025) with the new version of the Administrative Manual. PP&R agreed to put this on the agenda for a future meeting.

9. Personnel Procedures

A. Department and College Personnel Procedure – Initial review completed pending department response:

- a) Philosophy (TT) - Michael H., Silvia F.
 - The PP&R committee reviewed the revised procedures.
MSP: The committee approved the procedures.
- b) Psychology (TT)- Michael H, Silvia F.
 - The PP&R committee reviewed the cover sheet, which had recently been submitted; the procedures were reviewed at a prior meeting.
MSP: The committee approved the procedures.
- c) Psychology (LEC) - Michael H, Silvia F.
 - The PP&R committee reviewed the cover sheet and procedures.
MSP: The committee approved the procedures.

B. Department and College Personnel Procedure – Received

- a) Nursing (TT) - Jeff, Iswari, Sylvia M.
 - The PP&R committee reviewed the revised procedures.
MSP: The committee approved the procedures.

10. PP&R Calendars

- a. 2024-25 AY Personnel Planning and Review Committee Visual Calendar – PP&R members reviewed a draft of the visual which is a compilation of the two calendars, section 600 and section 700, that were approved during the last meeting. Faculty Affairs will do a final review before posting and distribution.

11. Other/New Business

- a. Franck, the sub-committee liaison for this department, reported that the ECE tenure-track personnel procedures were ultimately not signed off by the dean and the sub-committee never received the signed Cover Sheet that was pending. Franck also shared an email response he received from the department chair requesting to withdraw the procedures from review this year because their Dean had requested additional changes to the scholarship section of their procedures, and they needed more time to accomplish that. Because those procedures were approved by PP&R on April 3 pending the finalization of the cover sheet, that department will need to continue to rely on Section 600 for RTP purposes. Sylvia will reach out to the dean to confirm whether that is the preferred course of action.

12. Adjournment – The meeting was adjourned at 4:58 p.m. The committee's next meeting is scheduled for 1:00 p.m. on May 15, 2024, via Zoom.