

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 15, 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, Henrik Minassians, Michael Neubauer, Iswari Pandey, Dino Vrongistinos, Jeffrey Wiegley, Franck Vigneron

Members Excused:

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

Staff Excused:

Guest(s): Sakile Camara, Provost Meera Komarraju, Bingbing Li, Rachel Friedman-Narr, Miriam Neirick, Ron Philip, Houssam Toutanji

1. Chair called the meeting to order at 1:01 p.m.
2. Approval of Minutes
MSP: The committee approved the May 8, 2024 minutes.
3. Announcements – None
4. Introduction of new members – The current and new members introduced themselves. New members beginning Fall 2024 include:
Bingbing Li – CECS (Manufacturing Systems Engineering & Management)
Sakile Camara – CAMC (Communications Studies)
Rachel Friedman-Narr – COE (Special Education)
Miriam Neirick – CSBS (History)
5. PP&R Chair Election for 2024-2025 – The chair asked for nominations for the position of PP&R Chair for the 2024-25 academic year. One nomination was received.
MSP: Sylvia Macauley was elected Committee Chair for the 2024-25 academic year.
6. Additional Emeritus Nomination
MSP: The committee approved an additional emeritus nomination.
7. Discussion of RTP Cases – In executive session, Provost Meera Komarraju met with PP&R to consult on the current RTP cycle and the appeal cases.

8. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions (Appendix B) MPP MVA – The subcommittee submitted to HR a revised version of the (Appendix B) MPP MVA and received Kristina de la Vega’s approval of the changes. The PP&R committee members reviewed the revised document.

MSP: The committee approved the revised version of the MPP MVA template which will be inserted into the search and screen manual as Appendix B with an updated cover date saying: “as of May 2024.”

9. Update on Section 600 Searches

- a. AVP, Research and Sponsored Programs – In executive session, Houssam Toutanji addressed and reviewed the search report for the AVP, Research and Sponsored Programs position with the PP&R members.

MSP: Members approved the AVP Research and Sponsored Programs report.

- b. Vice Provost – In executive session, Ron Philip addressed and reviewed the search report for the Vice Provost position with the PP&R members.

MSP: Members approved the Vice Provost report.

- c. AVP, Equity and Compliance Search – This search has now been advertised nationally. The subcommittee awaits the next meeting.

- d. AVP, Faculty Programs and Initiatives – The search committee concluded on-campus finalist interviews of six candidates yesterday, and will soon prepare the final search report.

- e. Dean of Library – Provost Meera Komarraju addressed the revised MVA and PD.

MSP: The committee approved the revised MVA and PD for Dean of Library.

- f. VP, Equity and Inclusion – no update

10. Update on Adoption of Policy Recommendations

- a. 707 Written Comments About Lecturers – to Senate Exec Fall 2024

11. Section 600/700 Decisions, Approvals, and Inquiries

- a. 613: Responsible Authority for Collecting Comments – The subcommittee worked on the flow chart and made some changes.

MSP: The committee approved a revised version of the Process for Gathering Faculty and Student Comments for Faculty Evaluations (flowchart).

- b. Range Elevation Request Exception for Deadline – A department requested an extension to the department deadline to submit requests due to a delay by the chair in clarifying the process for their lecturers. The original range elevation submission deadline was April 29, 2024. The extension request was for May 23, 2024.

MSP: The committee approved the extended deadline for lecturers in that one department to apply for range elevation.

- c. 709.3.2 Three-Year Evaluation (CBA 15.5) – Unlike in the CBA, Section 700 does not indicate that a Department Chair needs to notify the faculty of their three-year evaluation recommendation to the dean. In addition, it is not clear in Section 700 whether there is a 10-day waiting period. The committee agreed to take on this issue in the Fall, to ensure that Section 700 is in alignment with the CBA.

12. Personnel Procedures

- a. Electrical & Computer Engineering (TT) – The PP&R committee previously reviewed the procedures on May 1, 2024, and a motion was passed to approve the procedures contingent upon receiving the signed cover sheet. The committee was advised that communication was received from the department. It is the department's intent to withdraw their procedures from further review by PP&R this year to allow time to make changes requested by the Dean. Therefore, the department will revert to Section 600 for all personnel-related matters during the 2024-2025 academic year.
- b. Management (TT) – The PP&R committee previously reviewed the procedures on May 1, 2024, and a motion was passed to approve the procedures contingent upon receiving the signed cover sheet. The committee was advised that the coversheet was received.
- c. Management (PTR) – The PP&R committee previously reviewed the procedures on May 1, 2024, and a motion was passed to approve the procedures contingent upon receiving the signed cover sheet. The committee was advised that the coversheet was received.

13. Other/New Business

- a. Procedures to Govern RTP Appeals – Given that the Office of Faculty Affairs manages the appeals process, they noticed during this year's cycle that some parts of the March 2011 Appeals Procedures document needed updating. Members reviewed the revisions suggested by Faculty Affairs for the April 2024 version of Procedures to Govern RTP Cases Considered on Appeal. Members recommended editorial changes and other edits for clarity.

MSP: Members approved revisions to the Procedures to Govern RTP Cases Considered on Appeals document.

14. Adjournment – The meeting was adjourned at 4:44 p.m. The committee's next meeting is scheduled for Fall 2024 via Zoom.