

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 25, 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, Sakile Camara, Eric Garcia, Bingbing Li, Gang Lu, Sylvia Macauley, Paulo Marchetti, Miriam Neirick, Iswari Pandey, John Reveles, Dino Vrongistinos, Jeffrey Wiegley, Franck Vigneron

Members Excused:

Staff Present: Christina von Mayrhauser, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s): Genevieve Evans Taylor

1. The Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes
MSP: The committee approved the September 11, 2024 minutes.
3. Announcements
4. Update on Section 600 Searches
 - a. AVP, Equity and Compliance Search
Executive Session: Genevieve Evans Taylor met with PP&R to discuss the Search Report.
MSP: PP&R Approved the AVP, Equity and Compliance Search.
 - b. Dean of Library—No update
 - c. VP, Equity and Inclusion—No update
 - d. Associate Dean, Tseng College of Extended Learning—No update
5. Update on Adoption of Policy Recommendations
 - a. 707 Written Comments About Lecturers—to Senate Exec on 9/26/2024 for the 2nd reading.
6. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 613: Responsible Authority for Collecting Comments—Members reviewed the proposed revised policy and suggested additional clarification revisions. John volunteered to join the subcommittee.

- b. 709.3.2.1 Three-Year Evaluation (CBA 15.5)—Members reviewed the proposed revised policy to replicate Section 635.
MSP: The committee approved the revised changes.
- c. 703.1.2.e Personnel Action File—Members reviewed the proposed suggested language for a new section 700 addition, section 703.1.2(e) policy.
MSP: The committee approved the new addition to section 700 policy 703.1.2(e).
- d. 609.2.8 Election Procedures—Members reviewed the proposed suggested language for a new addition to section 600 as section 609.2.8 policy.
Members discussed restricting part-time lecturers and only allowing full-time tenure track faculty to participate in the advisory vote. Members also discussed that departments may define their criteria for establishing eligibility for the advisory vote. The policy will be revised and returned to PP&R for further review.
- e. 652 GRIF Policy Assessment—The subcommittee met last week. Issues and concerns were discussed, and the subcommittee will meet bi-weekly to address the issues and suggest revised language that will address these concerns in the existing policy. Two former GIFF faculty members are also on the subcommittee.
- f. 702.6 Professional Responsibilities for Lecturers—The subcommittee met, reviewed and discussed making section 700 parallel with section 604, and made minor revisions. Additional revisions will be made to the draft and returned to PP&R for review at the next meeting.
- g. 612.5.2.2.a.i Clarify Language on Required Class Visits—Subcommittee members presented three possible versions of the existing language for consideration. Members reviewed the possibility of making no changes, a revised version one or version two. Members settled on the version one option but discussed additional revisions for clarification.
MSP: The committee approved version one, contingent upon the revised changes and mutual consent.
- h. Inquiry about Search and Screen Procedures—Faculty members requested policy clarification. The following questions were brought forward:
(Q1) In the absence of department bylaws, what constitutes a quorum in department faculty meetings? Is Robert's Rules the default?
Members discussed that the campus generally follows Robert's rule of order. Precedents and historical practice demonstrate that 15% is for a large group, but for a small group, the majority rules.
MSP: The committee decided that, based on historical precedent, a majority of members is considered a quorum, unless otherwise defined in the department/college's personnel procedures.
(Q2) In the absence of department bylaws, are lecturers allowed to vote in any departmental procedures?
Members discussed that the answer should be "no unless it's allowed." Unless specified elsewhere, only tenured track can vote because of conflicting interests. Members primarily favor restricting lecturers from voting, as voting is for people who can serve.
MSP: The committee decided that unless specified in the

department/college's personnel procedures, lecturers are not allowed to vote.

(Q3) What are the procedures for creating and staffing an Associate Chair position in a department? Are they appointed or elected? What role does the Dean's Office play, and what role does faculty governance play?

Members noted that nothing currently exists in the CBA or Section 600. Members acknowledged that language should be added to Section 600 to address the Associate Chair to clarify that it should be elected, not appointed. The faculty and Department Chair must agree, and the Dean must be consulted. In the absence of procedures, the department needs to consult with the Dean. Members discussed that the Dean has not only the role but also authority. An Associate Chair appears to be like an assistant to the Department Chair.

MSP: The committee approved an advisory motion that states: given that both the CBA and Section 600 are silent on this issue, PP&R advises that the procedures adopted by departments for appointing an Associate Chair be closely related to the procedures in Section 600 for appointing a department Chair: a procedure which involves the Dean making the appointment, with an advisory vote by the department faculty.

(Q4) Do Associate Chairs, who have a locus of tenure in another department, have voting rights in the department where they are serving as Associate Chair? Can they sit on a search screen committee in a department where they do not have a locus of tenure?

Members discussed that the locus of tenure is not tenure track and they do not have voting rights. Any tenured teaching faculty can vote as long as the tenured faculty was elected.

MSP: PP&R determined that: 1) Associate Chairs who have a locus of tenure in another department do NOT have voting rights in the department where they are serving as Associate Chair. This is because Section 622.6.2.c grants voting eligibility only to "the Department's tenure track faculty;"

2) Associate Chairs, if elected, CAN sit on a search and screen committee in a department where they do not have a locus of tenure because Section 622.6.2.a.i allows for any "tenured teaching faculty to serve as a Search and Screen Committee;"

3) Section 600 considers Associate Chairs not appointed as faculty in the department as external faculty for all purposes.

- i. 672.2 Sabbatical Procedures—A suggestion was made to change the current fixed number "42" in the sabbatical leave policy into a percentage. Currently, section 600 reads as follows: "The University will annually set aside funds sufficient to provide at least the number of sabbatical leaves (42) that were granted during the 1992-93 year." Sabbatical leaves are based on faculty eligibility to apply, which calculates annually to 12%, the equivalent of roughly the same number (between 42-48) of sabbatical leaves granted each year. Members agreed that the new language should state that the University will set aside funds annually that is sufficient to provide at least 12% in any given year.

MSP: The committee approved the new language to read: The University will set aside funds annually sufficient to provide at least 12% of faculty eligible to apply for sabbatical leaves in any given year.

- j. Requesting Exceptions and Extensions
 - Case #1 (College of Humanities)
Difference-in-Pay Leave application (DIP) extension of deadline request
MSP: Committee members approved an extension for the faculty member until the end of the day on Friday, September 27, 2024.
 - Case #2 (College of Engineering)
Sabbatical Leave application extension of deadline request
MSP: Committee members approved (via email vote on 9/26/24) an extension for the faculty member until the end of the day on Friday, September 27, 2024.
7. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions—The subcommittee met, but had no updates to share at that time.
8. PP&R Public Relations/Awareness Committee—The subcommittee met and brainstormed on ideas for re-branding PP&R in a way that would be a fair and accurate description of the PP&R committee.
9. Other/New Business
 - a. Time Place and Manner Policy—Members were advised that many discussions have occurred between various administrators. Dr. Watkins addressed many concerns at the Faculty Senate Meeting on September 12th. Faculty have been drafting a resolution with language to address the concerns and issues, which will be brought to the Faculty Senate. The local CFA is interested in speaking to Dr. Watkins. The “Meet and Confer” process can take up to a year.
10. Adjournment—The meeting was adjourned at 5:00 p.m. The committee’s next meeting is scheduled for October 9, 2024.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. 632.3.2 Teaching Effectiveness – New PP&R Committee needed