

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 9, 2024 APPROVED BY COMMITTEE 10-23-24

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):

1. The Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes  
**MSP: The committee approved the September 25, 2024 minutes**
3. Announcements—None
4. Update on Section 600 Searches
  - a. Dean of Library—No update
  - b. VP, Equity and Inclusion—The first meeting is being planned.
  - c. Associate Dean, Tseng College of Extended Learning—The first charge meeting is being planned.
5. Update on Adoption of Policy Recommendations
  - a. 707 Written Comments About Lecturers – To Faculty Senate 10/10/2024 (1<sup>st</sup> reading)
  - b. 709.3.2.1 Three-Year Evaluation (CBA 15.5) – To Senate Exec 10/24/2024 (1<sup>st</sup> reading)
  - c. 703.1.2.e Personnel Action File – To Senate Exec 10/24/2024 (1<sup>st</sup> reading)
  - d. 612.5.2.2.a.i Clarify Language on Required Class Visits – To Senate Exec 10/24/2024 (1<sup>st</sup> reading)
  - e. 672.2 Sabbatical Procedures – To Senate Exec 10/24/2024 (1<sup>st</sup> reading)
6. Section 600/700 Decisions, Approvals, and Inquiries
  - a. 613: Responsible Authority for Collecting Comments—Members discussed revising the flowchart and narrative to clarify them further and the possible need

to strike 607.2. If deleted or changed, 607.2 department materials can go through 612.5.2.c.4 Student Consultations, which would need to be aligned with 613. John reminded the members that he had volunteered to join the subcommittee.

- b. 609.2.8 Election Procedures—Members reviewed the proposed suggested language for a new addition to section 600 as section 609.2.8 policy.

**MSP: The committee approved the new addition to section 600 policy 609.2.8.**

- c. 652 GRIF Policy Assessment—The subcommittee met last week. Chris, a former GIFF faculty member, presented and shared historical data and calculations with the subcommittee. Homework was assigned to each subcommittee member, and the subcommittee is waiting for new data from the Office of Research and Sponsored Programs to be reviewed.
- d. 702.6 Professional Responsibilities for Lecturers—The members reviewed the (Section 604 parallel) policy language. The subcommittee advised that only minor changes were made. It was suggested that they use track changes to highlight the changes they made. It will be reviewed again at the next meeting.
- e. Procedures for Appointing Departmental Associate Chairs—Members reviewed the proposed suggested language for a new addition to section 600 as section 622.6.1 policy. The new language relates to the appointment of associate chairs. Members discussed leaving it to the department to create its own procedures for appointing their associate chair. Members suggested that in the absence of any department or college procedures, the appointment of the associate chair can be done in the same manner as the department chair search: with the exception that the current department chair shall be one of the search and screen committee members. This will be brought back for discussion at the next meeting.
- f. 612.5.2.c.4 Student Consultations—Members were advised that an email inquiry regarding student evaluations was sent to the PP&R chair. Members discuss and concluded that students should submit feedback to the department chair, and not the DPC chair. Members discussed a proposal to change this current policy to make it align with Section 613. This is because the process for gathering faculty feedback and gathering student feedback both need to align.
- g. 612.5.2.c.2.a Class Visits—The members discussed that additional clarification may be needed due to timing issues for review of 2<sup>nd</sup> Year candidates. Scheduling class visits in October for 2<sup>nd</sup> year candidates would be too soon, but giving feedback is good practice. During their first year, candidates should have class visits during the Fall and Spring semesters which can then be used for their 2<sup>nd</sup> Year review.

The chair suggested that Faculty Affairs reiterate and clarify this policy for new tenure-track faculty during the New Faculty Orientation, in addition to at the Workshop that Faculty Affairs conducts for 2<sup>nd</sup> Year RTP candidates in the Spring semester. This should also be addressed for Department Chairs and Deans during the New Chairs and Deans Retreat in the Fall semester. If elevated notifications are announced during the above-listed events, changes to the policy don't need to be made.

- h. 612.1: Preferred order of committee election (CHHD)—The chair shared with members an inquiry received from a CPC regarding continuing difficulty filling the CPC because of a department's decision to exploit the exception provided in the new "preferred order" policy to their advantage. They would rush and fill their

Department Personnel Committee with more members than needed, thereby leaving no candidates from that department to be put on the CPC ballot. To address the question, members suggested that the preferred order should be followed. This was reflected in the original policy language that PP&R recommended to Senate Exec last year. But this language was rejected on the grounds that it would not work for smaller departments and that the policy should provide for some exceptions. Members revisited 612.1 General Obligations and reviewed the proposed revised policy. Members voted on striking the exception as currently written and making the exception possible only if permitted by their college procedures.

**MSP: The committee approved the revised changes.**

- i. Class visitation deadline waiver request (CSBS)—The chair shared with members a request for deadline waiver received from a department chair who misread the policy on class visitations as it relates to a second-year RTP candidate. Members were in support of approving the request so long as it was what the candidate wants: a new faculty who may not know all the process details. The PP&R chair will reach out to the candidate, and if in favor, the class visit report will be added to their PAF.

**MSP: The committee approved contingent on the candidate's wishes for the appeal to be granted.**

- j. Sabbatical application extension request (DNCBE)—The chair informed members of a deadline extension request received from a faculty member who applied and submitted their sabbatical documents on time but forgot to click “submit.” The PP&C chair will contact the department chair and DPC and inquire if they are willing to review the application within “two days” so that it can be submitted to the college on time. The extension will be granted based on the willingness of impacted evaluators to finish their review within a timely manner.

**MSP: The committee approved the sabbatical extension based on the impacted evaluators (Department Chair and DPC) completing their review within two days and submitting it to the college on time.**

7. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions—No updates

8. Personnel Procedures

- a. Subcommittee Liaisons—The chair assigned teams and liaisons to review the 2024-25 personnel procedures. A sample letter was provided to committee liaisons to initiate communication with individual departments and colleges about the process of review and approval. Committee members were advised where to locate the cover sheets.
- b. Guidelines for Review of Department and College Personnel Procedures—The members were advised of the purpose of the guidelines and where to locate them.

9. Range Elevation Extension Request—Faculty Affairs brought a range elevation request to the attention of members. There are two range elevation processes with different dates. One is the FRE, which is the traditional range elevation; the other is the FTAS process (full-time adjusted service). The FRE went out on October 1st, four days after the time it was supposed to go out, and the FTAS is scheduled to go out from HR on October 14th.

The PP&R chair expressed that no modifications were permitted on the range elevation calendar and that only an extension could be granted if approved by members.

**MSP: The committee approved the extended deadline of Friday, October 11, 2024.**

10. PP&R Public Relations/Awareness Committee—No update

11. Other/New Business

- a. Time Place and Manner Policy—Members were advised that no significant current issues exist. Things are moving along in the Faculty Senate, and members are working on a proposed resolution, which they suspect will be approved by a large margin. Dr. Watkins will provide more updates at the Faculty Senate meeting tomorrow.

12. Adjournment—The meeting was adjourned at 3:51 p.m. The committee's next meeting is scheduled for October 23, 2024.

Future PP&R Items:

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