

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 31 2018 APPROVED BY COMMITTEE Nov. 14, 2018  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Vicki Ebin, Maria Rosa Garcia-Acevedo, Lesley Krane, David Moguel, Sean Murray, Rosa RiVera-Furumoto, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: Lynn Lampert, Kenneth Lee

Visitors: Colin Donahue, Daniel Hosken, Natalie Mason-Kinsey, Yan Searcy

Staff Present: Sheila Grant, Executive Secretary Designee, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Wiegley called the meeting to order at 1:21 p.m.

2. Approval of Minutes for October 17, 2018

The Committee reviewed the minutes for October 17, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting October 17, 2018 be approved as amended pending recommended changes.

Passed unanimously.

3. Announcements

Carvajal announced to the Committee that the next three Committee meetings will be held in Santa Susana Hall, Room 108.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Schmidt Levy updated the committee that there are no updates since the last meeting. The on-campus interviews will be held early in the spring 2019 semester.

B. Dean, Michael D. Eisner College of Education

Stein updated the Committee that the search will commence in the fall 2019 semester.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Faculty Senate/EO-1100

Stein updated the Committee on the Faculty Senate meeting on Thursday, October 25, 2018. Various objections were received regarding the size of the room in which the meeting was held and the amount of people allowed into the meeting. They discussed the different options of implementing EO 1100. The Committee held further discussion and various options were discussed.

B. Update on CSM second year faculty RTP deadline extension request

The Committee approved via email vote to extend the RTP deadline for a College of Science and Mathematics second-year faculty member. The deadlines for the RTP case are as follows:

The candidate receives the letter from the DPC and Dept. Chair on or before Nov. 6th (was Oct. 26th)

The Dean receives the DPC and Chair letters on or before Nov. 16th (was Nov 5th)

6. Meeting with Chief Diversity Officer Natalie Mason-Kinsey and Vice President for Administration and Finance Colin Donahue for Director of Equity and Diversity search

Mason-Kinsey and Donahue met with the Committee to discuss the interim and permanent positions for the Director of Equity and Diversity. The Management Vacancy Announcement (MVA) and the Job Description for both positions were reviewed. The Committee made suggestions for revisions to the documents. After discussion, the Committee acted on the following motions:

**MSP:** That the search for the Interim Director of Equity and Diversity position be approved.

Approved.

**MSP:** That the search for the Director of Equity and Diversity position be approved with suggested changes to the MVA and Job Description.

Approved.

7. Meeting with Dean Daniel Hosken of the Mike Curb College of Arts, Media, and Communication regarding a search for Associate Dean

The Committee met with Dan Hosken to discuss the position of the Associate Dean of the Mike Curb College of Arts, Media, and Communication. The Committee reviewed the MVA and Job description. The search is being conducted as a national search. After discussion, the Committee acted on the following motion:

**MSP:** That the search for Associate Dean of the Mike Curb College of Arts, Media, and Communication be approved.

Approved.

8. Meeting with Dean Yan Searcy of the College of Social and Behavioral Sciences regarding a search for Associate Dean

The Committee met with Yan Searcy for the position of the Associate Dean of the College of Social and Behavioral Science. The Committee reviewed the MVA and Job Description. The search will be internal to the CSU. After discussion, the Committee acted on the following motion:

**MSP:** That the search for Associate Dean of the College of Social and Behavioral Sciences be approved.

Approved.

9. Review of PIFs FAQs for Lecturers

The Committee reviewed the PIFs FAQs for Lecturers document and suggested changes. After discussion, the Committee agreed to postpone until the December meeting, or earlier, to review the document. RiVera-Furumoto and Murray are members of the subcommittee to develop the document further.

10. Department and College Personnel Procedures

A. Deaf Studies

Schmidt-Levy brought to the Committee a recurring issue that has emerged from discussions with the Deaf Studies Department. The issue is the definition of an external reviewer to conduct a peer review of scholarly and creative contributions for Retention, Tenure, and Promotion (RTP) reviews. The Deaf Studies department wants to allow peer reviewers to be internal to CSUN. The Committee discussed that the peer reviewers should be external to CSUN.

A department can define who is an expert/peer is but the person must be external to CSUN. The department and candidate should demonstrate the appropriateness as to why the chosen expert/peer is considered an expert for the discipline. For a more equitable process, it is important to emphasize that the department chair, personnel committee, and candidate can each choose an expert/peer.

The Committee will remind departments to start looking for external peer reviewers as early as possible to allow ample time for use in the annual personnel reviews.

11. Updates on Pending Matters

A. Section 600/700 Subcommittee

Schmidt-Levy updated the Committee that the subcommittee met. The Committee has addressed two items on the pending list. They have suggestions coming for better defining of the different categories in RTP. The subcommittee will have a meeting with all its members soon.

Murray updated the Committee that GRIF faculty met and are putting together a proposal for changes to GRIF policy in Section 600. Once all GRIF faculty members have agreed to it, Murray will share with Subcommittee for further discussion. The GRIF faculty have also met with Crist Khachikian, AVP for Research and Graduate Studies. Moguel mentioned that it would be helpful to receive additional explanation on how direct and indirect costs work. Stein is also involved with the conversation. Currently, the GRIF policy is very rigid in that it is not feasible for faculty to meet criteria and for the campus to sustain the current GRIF policy financially.

B. Standard Operational Procedures (SOP) Subcommittee

No update.

12. Review of Eligibility for Service in Personnel-Related Activities chart

The Committee reviewed the Eligibility for Service in Personnel-Related Activities chart. Specifically, the question on clarifying FERP faculty. After discussion, the Committee acted on the following motion:

**MSP:** The chart be revised as follows:

3

Restrictions apply see Section 612.5 (contact Office of Faculty Affairs)

Approved.

Schmidt-Levy will add to the list of pending items for the Section 600 Subcommittee that a similar chart be created for who can vote on ballots. Whiting volunteered to help with the creation of the chart.

13. Other/New Business

None.

14. Adjournment

The meeting was adjourned at 4:07 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on November 14, 2018 in Santa Susana Hall, room 108.