

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 18, 2020 APPROVED BY COMMITTEE December 2, 2020
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Lindsay Brown, Tracy Buenavista, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang, Veda Ward

Members Absent: N/A

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:00pm
2. Introduction: Senate Executive Committee Liaison, Dr. Theresa White
 - a. Dr. White introduced herself to the committee as the Vice President for Faculty Senate and the Senate liaison to PP&R.

3. Approval of Minutes from October 28, 2020

The Committee reviewed the minutes for October 28, 2020 and acted on the following motion:

MSP: Approval of minutes of the October 28, 2020 meeting.

4. Announcements
 - a. **RTP/Interfolio Update**
 - i. Guido provided an update on RTP processes. Faculty Affairs provided a session for candidates about using Interfolio, and a reviewer's session on the use of Interfolio was recorded for easy access and posted to the Faculty Affairs website. Faculty Affairs is doing outreach for those who have not used Interfolio in the past.
5. Updates on Section 600 Searches
 - a. **Vice Provost**
 - i. First round of interviews have taken place. Next round of interviews will consist of four candidates. Invite will be coming soon from Provost's Office.
 - b. **Dean of Humanities**
 - i. No updates
 - c. **Associate Dean for Tseng College**
 - i. No updates.
6. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. **Consulting with faculty and students – 613.1, 612.5.2.c.4, 607.2.3**

- i. Stein proposed to work on this document offline and bring back to committee for further review.
 - b. Composition and Election of CPCs**
 - i. Committee discussed, and Stein proposed to email all colleges to add this to their procedures.
 - c. Oral or Written Comments about Lecturers - 707**
 - i. A subcommittee was formed to work on language to match Section 600 regarding consultations (“oral or written comments about lecturers”).
 - d. GRIF – 652: Sean Murray time certain 3:00pm**
 - i. Professor Sean Murray provided history and points of discussion related to the Grant-Related/Specially Funded Instructional Faculty (GRIF) classification and a 2018 request for changes to the policy. Committee agreed to find a time for Provost Walker and AVP of Research and Sponsored Programs to come to a future meeting to discuss further.
7. Update on Adoption of Policy Recommendations
- a. Service credit – 632.4.1, 641.2.3**
 - i. First reading and feedback from Faculty Senate are scheduled to take place November 19.
 - b. Alignment of Section 600 with Senate bylaws**
 - i. First reading and feedback from Faculty Senate are scheduled to take place November 19.
8. Emeritus Applications
 Committee reviewed and discussed emeritus applications that have been received for Fall 2020, the additional review cycle that was previously agreed. The committee acted on the following motion:
MSP: Approval of all emeritus requests submitted for Fall 2020.
9. Department and College Personnel Procedures
- a. Committee discussed updates from specific departments and colleges on their personnel procedures**
10. Standard Operational Procedures (PP&R bylaws)
- a. Flowchart for the review of department and college Personnel Procedures**
 - i. Flowchart was edited and has been moved to Box; it will be included in the SOP document.
11. Other/New Business
- a. Canvas access for peer observation**
 - i. Committee discussed access to Canvas for peer observations. Guido and Stein will work on clear language in Sections 600 and 700.
 - b. Verification of peer review of publications (Health Sciences)**
 - i. Discussion concerning whether or not a faculty candidate should have to provide verification of peer review for their own publications. Committee agreed that the DPC should ensure that all publications submitted as peer reviewed articles by a faculty candidate are in fact peer reviewed and that the departmental procedures should indicate this.
 - c. Clarification of timeline for implementing changes to Department Personnel Procedures for Lecturers**

- i. Department Personnel Procedures: Should the procedures be implemented immediately upon approval, or should there be the 3-year delay prior to implementation of changes, similar to the process by which changes to tenure-track department personnel procedures undergo. Guido will bring back clarification on the issues for further discussion.

12. Adjournment – Meeting adjourned at 3:37pm. The next meeting of the Committee is scheduled for 1:00pm on December 2, 2020 via Zoom.