

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 1, 2020 APPROVED BY COMMITTEE April 8, 2020
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Lynn Lampert, Kenneth Lee, Judy Schmidt-Levy, Sean Murray, Jeff Wiegley, David Moguel, Rosa RiVera-Furumoto, Mary-Pat Stein, Veda Ward

Members Absent: None

Staff Present: Stella Theodoulou, Executive Secretary, Iliana Carvajal Recording Secretary

Staff Absent: None

1. Call to Order

Chair called the meeting to order at 1:07 pm

2. Approval of Agenda

The Committee reviewed the agenda. After discussion, the Committee acted on the following motion:

MSP: To approve the agenda for April 1, 2020.

3. Approval of Minutes for March 25, 2020

The Committee reviewed the minutes for March 25, 2020. The Committee acted on the following motion:

MSP: That the minutes of the March 25, 2020 meeting be approved as is.

4. Announcements

None.

5. Updates on Section 600 Searches

a. AVP Research and Sponsored Programs

b. Vice Provost

c. Dean of Humanities

d. Associate Dean for Tseng College of Extended Learning

Stella Theodoulou updated that all MPP searches are currently on hold due to the COVID-19 crisis.

6. Update on policy proposals

a. Receipt of Evaluation Letters Section 635.2.

Judy Schmidt-Levy updated that the Receipt of Evaluation Letters Section 635.2 proposal was presented to the Senate Executive Committee meeting on March 26. The Senate Executive Committee meeting provided suggestions. The proposal will be presented to the Faculty Senate on April 9th as written by the Committee.

7. Updates on Section 600 Decisions, Approvals, Inquiries

a. Inquiry from Dean of Humanities regarding for an extension for completing an RTP review within the Department of Central American Studies.

Judy Schmidt Levy updated the Committee that Interim Dean Stallcup requested an extension to complete the RTP review for a file in the Central American Studies department. The Department Personnel Committee did not complete review for several reasons. The file is a paper physical file and is housed in the Department. Due to the need to work remotely, the file will be digitized for online access.

After discussion, the Committee acted on the following motion:

MSP: As per Section 612.2 2. “Obligation to Serve. a. To stand for nomination is an obligation of all eligible persons. b. To serve if elected is an obligation.” and 612.5 Section Department Level 2. “Responsibilities a. The Department Committee shall provide peer judgments and recommendations on matters of retention, tenure, and promotion.” The Department Personnel Committee will have two weeks to review the file after it has been digitized. The candidate will have ten days to respond to the DPC letter before it is placed in the PAF. Then the Dean and CPC will have two weeks to review the candidate’s digitized files. The candidate will again have ten days to respond before the recommendation is placed in the PAF.

8. Department and College Personnel Procedures

a. Update on Department and College Personnel Procedures

Committee members shared their progress with reviewing their assigned personnel procedures.

b. Review of Finance, Financial Planning and Insurance Department Personnel Procedures, Tenure Track, Lecturer, and Post Tenure Review

The Committee reviewed the tenure track, lecturer, and Post Tenure Review personnel policies and procedures for the Finance, Financial Planning and Insurance department. After discussion, the Committee acted on the following motion:

MSP: That the Finance, Financial Planning and Insurance Department Tenure Track Personnel Procedures be approved with suggested language, pending the departments acceptance of suggested language and receipt of a clean electronic copy.

MSP: That the Finance, Financial Planning and Insurance Department Lecturer Personnel Procedures be approved as is.

MSP: That the Finance, Financial Planning and Insurance Department Post Tenure Review Personnel Procedures be approved with suggested language, pending the departments acceptance of suggested language and receipt of a clean electronic copy.

- c. Review of Educational Psychology and Counseling tenure track personnel procedures (Ken) Postpone to next week's agenda.

9. Executive Session Update on RTP Appeals filed

a. Responsibilities

Judy Schmidt-Levy shared with the committee members the responsibilities in reviewing appeal cases.

b. Subcommittees

The membership of the Subcommittees was discussed and finalized by the Committee for all appeals currently filed.

c. Timeline

The timeline for holding the appeal hearings and creating the PP&R recommendation letters to the appellants was reviewed. PP&R will complete their reviews and submit their letters to appellants by May 4, 2020. Full Committee deliberation will take place during the April 29 meeting.

10. Review of Section 600 draft 2020-2021 AY Calendar of Personnel Procedures

The Committee reviewed a draft Section 600 2020-2021 AY Calendar of Personnel Procedures. The Committee suggested editorial changes. After discussion, the Committee acted on the following motion:

MSP: That the draft Section 600 2020-2021 AY Calendar of Personnel Procedures be approved with editorial changes and be presented to the Faculty Senate/Senate Executive Committee for review and approval.

11. Exceptional Service to Students Awards update

The Committee reviewed the form and procedures document and made editorial changes. After discussion, the Committee acted on the following motion:

MSP: That forms and procedures be approved and distributed to the campus.

12. Discussion of Term Limits on the PP&R Committee

Mary-Pat Stein will work on language to propose to the Committee, and will bring forward to the Committee next week.

13. Discussion of “and/or” phrase in Section 600 and Section 700

The Committee tabled this discussion for a future meeting.

14. Standard Operational Procedures (PP&R bylaws)

No update.

15. Updates on Pending matters for 2019-20 AY

No updates.

16. Other/New Business

a. Editorial change to Coversheets – submitting without changes.

The Committee discussed putting forth a recommendation that faculty transition to using ePIFS from now on. The Committee discussed bringing the recommendation to the Faculty Senate and putting a transition timeline.

17. Adjournment

The meeting was adjourned at 3:42 pm.