

Faculty Staffing Committee (FSC)

Review of Materials & Submission List

2020-2021

I. List of Materials Supplied by the FSC (available on the FSC website - <http://bit.ly/srjcfsc>)

1. Review of Materials and Cluster Submission List (this document)
2. Faculty Staffing Timeline for 2020-2021
3. Cluster Dean's Prioritization Staffing Request Form
4. Guidelines for Evaluation of FS Requests – Guiding Principles & Narrative Summary
5. FS Evaluation Rubric
6. Faculty Staffing Historic Data thru 2020 (*this information will be prepared and supplied by HR*)
7. Data on Full-Time (FT), Part-Time (PT), and Overload (OL) Teaching Load

II. List of Documents to Submit to the FSC through the Dean of STEM.

1. **Dean's Ranking of Priorities** – a simple list of requested faculty positions in ranked order – One position per rank; justification should not be included on this list. The Dean should identify all ranked positions that will be presented to the FSC.
2. **Narrative Summary (NS)** – a required WORD document which is matched to each position on the Dean's Ranking of Priorities list.*

Limit your response to 2 pages per position maximum (1" margins, 12pt, Times New Roman).

The NS should contain summarized information as indicated by the "Guidelines for Evaluation of FS Requests." This narrative is prepared by either the department chairperson or dean summarizing the need for the position.

** If two positions requested are identical, then one narrative is adequate. However, the positions must be ranked individually.*

3. **Deadline for submitting Ranked lists and Narrative Summaries from Supervising Administrators (SA) to STEM Dean is Friday, October 16, 5pm (no exceptions). All submissions must be completed through email. Email both Victor Tam (vtam@santarosa.edu) and Megan Lowry Reed (mlowryreed@santarosa.edu).**