Faculty Committee Members
Julie Thompson, Co-Chair
Monica Ohkubo
Steven Kessler
Ann Foster

Administrative Committee Members
Victor Tam, Co-Chair
Tammy Sakanashi
Regina Guerra
Li Collier
Sarah Hopkins, ex-officio

SRJC

2020-2021 Timeline for Faculty Staffing Request Process

Due to continuing budget uncertainties, it is not currently known how many faculty slots will be funded for next year. The District desires to have requests for faculty positions identified and prioritized should a hiring action be made possible due to either continuing funds or net new funding being made available for this purpose. During this year's process the committee will review requests for which a Narrative Summary Form has been completed at its meeting on *Friday, October 30, 2020.*

In keeping with past practice, a recommended priority list of faculty positions, developed by the FSC, will be submitted to the Superintendent/President for hiring new faculty and throughout the remainder of the academic year. All faculty position selections are at the discretion of the President. The faculty staffing timeline is as follows:

On Sept 4	Faculty Staffing Committee (FSC) meets. Initial meeting to review timelines, members' responsibilities, rubric for evaluating requests, guidelines for ranking of requests, committee structure and other topics as needed. (Narrative Summaries, NS, should be kept as a historical archive in PRPP's).
On Sept 15	**FSC reviews Faculty Staffing process at the DCC/IM meeting** (3:15-5pm)**.**
Sept 15 thru Oct 9	Department Chairs (DC's) identify preliminary faculty staffing needs; confer with Supervising Administrators (SA's) in Santa Rosa and Petaluma. Petaluma SA's meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests.
	DC's meet by Cluster and consult with SA's to review ranking of staffing requests(s). Each position that has been ranked is to be entered into the related PRPP.
By Oct 9	**DC NS are due to SA**. SA's review submitted NS and provide edit suggestions, as needed, before final submission.
	SA's prepare <u>tentative </u>ranking of faculty staffing requests from their Cluster to report out to AAC.
	AAC Reviews Requests for Hiring New Faculty and tentative ranking from SA's.
	For each position, review and update faculty staffing request sections on the PRPP document.
On Oct 16	<mark>**Deadline for submitting Ranked Lists and Narrative Summaries from the SA's to the Dean of STEM no later than 5pm (no exceptions).**</mark>
On Oct 19	The Dean of STEM will distribute NS and Ranked Cluster Lists to the members of the FSC.
Between Oct 19 and Oct 30	Faculty Staffing Committee meets with the Vice Presidents of Academic Affairs, Finance and Administrative Services, and Student Services whom will provide organizational perspectives and highlight District-wide needs and priorities.

	Faculty Staffing Committee meets to finalize process and set rubric for prioritizing staffing requests.
On October 30, 8:00am-6:00pm	<mark>**Faculty Staffing Committee meets for scheduled presentations by SA's/DC's (no longer than 15 minutes per cluster) to the FSC; and continues after presentations to determine prioritized rankings of requested faculty positions.**</mark>
On Nov 2	Faculty Staffing Committee forwards a confidential list of ranked recommendations to the Vice President of Academic Affairs (VPAA) and to the Superintendent/President.
Between Nov 2 and Nov 9	Superintendent/President meets with FSC to discuss any changes to provided recommendations regarding faculty positions.
On Nov 9	**Action taken by Superintendent/President on the recommendations is distributed to College community by the VPAA.**
From Nov 9 through Nov 25	Supervising Administrators (SAs) complete a NEOGOV requisition for approved positions. Requisitions and job announcements are routed for approval. **Departments are encouraged to form hiring committees early** and the Human Resources Department should be contacted as soon as possible to develop a job announcement and to begin the recruitment process. **HR to schedule multiple group training sessions for hiring committees.**
On Dec 11	Advertising for approved positions ideally begins by this date.

November – mid April 2021	Faculty Staffing Advisory Committee meets on an as-needed basis if additional faculty hiring needs are identified and/or funding for more positions becomes available.

Note: For the needed forms go to:

Faculty Staffing Committee Website:
https://bussharepoint.santarosa.edu/committees/faculty-staffing/SitePages/Committee%20Home%20Page.aspx
    or
http://bit.ly/srjcfsc