

Faculty Committee Members

Nancy Persons, Co-Chair  
 Monica Ohkubo  
 Steven Kessler  
 Michael Traina

Administrative Committee Members

Victor Tam, Co-Chair  
 Tammy Sakanashi  
 Regina Guerra  
 Kimberly Starke  
 Sarah Hopkins, ex-officio

## 2022-2023 Timeline for Faculty Staffing Requests

The Faculty Staffing Committee is requesting proposals to identify and prioritize the hiring of contract faculty positions. Below is the timeline for when **narrative forms** and **data forms** are due and the date of **presentations by each Cluster to the committee**.

As an advisory committee to the Superintendent/President, a recommended priority list of faculty positions will be submitted to Dr. Frank Chong. All faculty position selections are at the discretion of the President.

<b>Early Sept</b>	Faculty Staffing Committee (FSC) meets. Initial meetings to review timelines, members' responsibilities, rubric for evaluating requests, guidelines for ranking of requests, committee structure and other topics as needed.
<b>Sept 20</b>	<b>FSC reviews Faculty Staffing process at the DCC/IM meeting (3:15-5pm).</b>
<b>Sept 26, 5 PM</b>	Departments interested in receiving course completion data for their department/discipline must submit a request via the following form by 5 PM: <a href="https://forms.gle/1yLPnn5sZNnisShn6">https://forms.gle/1yLPnn5sZNnisShn6</a>
<b>Oct 3</b>	OIR provides course completion data to requesting departments/disciplines.
<b>Sept 20 thru Oct 12</b>	Department Chairs (DCs) identify preliminary faculty staffing needs; confer with Supervising Administrators (SAs) in Santa Rosa and Petaluma. Petaluma SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests.  DCs meet by Cluster and consult with SAs to review ranking of staffing request(s).
<b>Oct 13</b>	<b>Both forms are due to SAs.</b> SAs review submitted forms and provide suggestions/edits, as needed, before final submission.  SAs prepare <u>tentative</u> ranking of faculty staffing requests from their Cluster to report out to Academic Affairs Council (AAC).  AAC reviews requests for hiring new faculty and tentative ranking from SAs.  For each position, departments should review and update faculty staffing request sections in their PRPP document.
<b>Oct 14</b>	<b>Deadline for submitting Ranked Lists, Narrative Forms, and Data Forms from the SAs to the Dean of STEM no later than 5pm (no exceptions).</b>
<b>Oct 15</b>	The Dean of STEM will distribute forms and Ranked Cluster Lists to the members of FSC.
<b>Oct 17 thru Oct 27</b>	Faculty Staffing Committee meets with the Vice Presidents of Academic Affairs, Finance and Administrative Services, and Student Services who will provide organizational perspectives and highlight District-wide needs and priorities.

<b>Oct 28, 8:00am-6:00pm</b>	<b>Faculty Staffing Committee meets for scheduled presentations by SAs/DCs (15 minutes per Cluster), and continues after presentations to determine prioritized rankings of requested faculty positions.</b>
<b>Oct 31</b>	Faculty Staffing Committee forwards a confidential list of ranked recommendations to the Vice President of Academic Affairs (VPAA) and to the Superintendent/President.
<b>Nov 1 thru Nov 4</b>	Superintendent/President meets with FSC to discuss any changes to the provided recommendations regarding faculty positions.
<b>Week of Nov 7</b>	<b>Action taken by Superintendent/President on the recommendations is distributed to college community by the VPAA.</b>
<b>Nov 14 thru Dec 16</b>	Supervising Administrators (SAs) complete a NEOED requisition for approved positions. Requisitions and job announcements are routed for approval. <b>Departments are encouraged to form search committees early</b> and to contact Human Resources as soon as possible to develop a job announcement and to begin the recruitment process. <b>Human Resources will schedule a group hiring orientation for all search committees.</b>
<b>By Dec 16</b>	Advertising for approved positions ideally begins by this date.

**December –  
mid April 2023**

Faculty Staffing 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://bussharepnt2013.santarosa.edu/committees/faculty-staffing/SitePages/Committee%20Home%20Page.aspx>

or

<http://bit.ly/srjcfsc2022>