

Faculty Committee Members

Nancy Persons, Co-Chair  
Monica Ohkubo  
Steven Kessler  
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Administrative Committee Members

Victor Tam, Co-Chair  
Tammy Sakanashi  
Vanessa Luna Shannon  
Kimberly Starke  
Sarah Hopkins, ex-officio

## 2023-2024 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. Angélica Garcia. All faculty position selections are at the discretion of the President/Superintendent.

<b>Early Sept</b>	Faculty Staffing Committee (FSC) confers to review timelines, members' responsibilities, rubric for evaluating requests, guidelines for ranking of requests, committee structure and other topics as needed.
<b>Sept 19</b>	<b>FSC reviews Faculty Staffing process at the DCC/IM meeting (3:15-5pm).</b>
<b>Sept 19 thru Oct 11</b>	Department Chairs (DCs) identify preliminary faculty staffing needs; confer with Supervising Administrators (SAs) across all sites and campuses.  DCs meet by Cluster and consult with SAs to review ranking of staffing request(s).  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.
<b>Oct 12</b>	<b>Both data and narrative forms are due to SAs.</b> SAs review submitted forms and provide suggestions/edits, as needed, before final submission.  For each position, departments should review and update faculty staffing request sections in their PRPP document.
<b>Oct 13</b>	<b>Deadline for submitting Ranked Lists, Narrative Forms, and Data Forms from the SAs to the Administrative Co-Chair (Victor Tam) no later than 5pm (no exceptions).</b>
<b>Oct 16</b>	Administrative Co-Chair will distribute forms and Ranked Cluster Lists to the members of FSC.
<b>Oct 16 thru Oct 26</b>	Faculty Staffing Committee meets with the Vice Presidents of Academic Affairs, Finance and Administrative Services, Human Resources, and Student Services who will provide organizational perspectives and highlight District-wide needs and priorities.
<b>Oct 27 8:00am-3:00pm</b>	<b>Faculty Staffing Committee meets for scheduled presentations by SAs/DCs and continues after presentations to determine prioritized rankings of requested faculty positions.</b>
<b>Oct 30</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>Oct 30 thru Nov 3</b>	Superintendent/President meets with FSC to discuss any changes to the provided recommendations regarding faculty positions.
<b>Week of Nov 6</b>	<b>Action taken by Superintendent/President on the recommendations is distributed to college community by the VPAA.</b>
<b>Nov 13 thru Nov 22</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.

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**December – mid April 2024** Faculty Staffing Committee meets on an as-needed basis if additional faculty hiring needs are identified and/or funding for more positions becomes available.

**IMPORTANT:** For the needed forms and data, go to the **Faculty Staffing Committee Website:**

<https://bussharepnt2019.santarosa.edu/committees/faculty-staffing/SitePages/Committee%20Home%20Page.aspx>

or

<https://bit.ly/srjcfsc2023>