

Faculty Committee Members

John Stover, Co-Chair
Monica Ohkubo
Steven Kessler
Michael Traina



Administrative Committee Members

Victor Tam, Co-Chair
Tammy Sakanashi
Vanessa Luna
Julio Flores
Theresa Richmond, ex-officio

2024-2025 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.

Early Sept	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.
Sept 17	FSC reviews Faculty Staffing process at the DCC/IM meeting.
Sept 24	Demographic data requests due to IERP. Data and forms for the 2024-25 process are posted to the FSC website.
Sept 24 thru Oct 17	Department Chairs (DCs) confer with Supervising Administrators (SAs) across all sites and campuses to identify faculty staffing needs. Departments and disciplines work to complete both data and narrative forms for each faculty request.
Oct 17	Both data and narrative forms are due to SAs. 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.
Oct 18	Deadline for submitting Ranked Lists, Narrative Forms, and Data Forms from the SAs to the FSC Co-Chairs no later than 5pm, which will then be distributed to the FSC.
Oct 18	FSC 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.
Nov 1 8:00am -3:00pm	Faculty Staffing Committee meets for scheduled presentations by SAs/DCs and continues after presentations to determine prioritized rankings of requested faculty positions.
Nov 4	Faculty Staffing Committee forwards a confidential list of ranked recommendations to the Vice President of Academic Affairs (VPAA) and to the Superintendent/President.
Nov 1 thru Nov 10	Superintendent/President meets with FSC to discuss any changes to the provided recommendations regarding faculty positions.
Week of Nov 11	Action taken by Superintendent/President on the recommendations is distributed to college community by the VPAA.

Nov 11 thru Dec 6	Supervising Administrators (SAs) complete a NEOED requisition for approved positions. Requisitions and job announcements are routed for approval. Departments are encouraged to form search committees early and to contact Human Resources as soon as possible to develop a job announcement and to begin the recruitment process. Human Resources will schedule a group hiring orientation for all search committees.
By Dec 16	Advertising for approved positions ideally begins by this date.

**December –
mid April 2025** 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://committees.santarosa.edu/faculty-staffing>