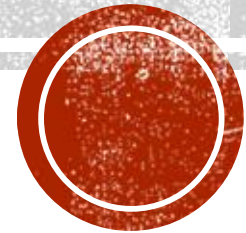


# FACULTY STAFFING REQUEST PROCESS

2022-2023



# COMMITTEE COMPOSITION

STEVEN KESSLER  
MONICA OHKUBO  
NANCY PERSONS\*  
MICHAEL TRAINA

REGINA GUERRA  
TAMMY SAKANASHI  
KIMBERLY STARKE  
VICTOR TAM\*

SARAH HOPKINS, EX-OFFICIO



# FACULTY STAFFING COMMITTEE WEBSITE

<http://bit.ly/srjcfsc2022>



# THIS YEAR'S PROCESS: HIGHLIGHTS

Two forms submitted as part of request (narrative & data forms)

All data are provided on the FSC website to complete forms (except course completion data). Deans are available to help.

Course completion data requests due Mon, Sept 26.

Presentations to FSC in-person on Fri, Oct 28.



# TIMELINE

**Tues, Sept 20: Faculty Staffing Process Kick-off at DCC/IM**

**Mon, Sept 26: Course Completion Data Request Due**

**Mon, Oct 3: OIR distributes Course Completion Data to areas**

**Thurs, Oct 13: Faculty Staffing Requests due to Supervising Administrator**

**Friday, Oct 14: Faculty Staffing Requests due to Committee**



# TIMELINE CONTINUED

**Fri, Oct 28: Presentations by Disciplines/Departments to Faculty Staffing Committee. (Chairs, Coordinators, and Deans can all present). 15 min time-slot (10 min presentation & 5 min Q&A).**

**Week of Nov 7: Dr. Chong announces positions authorized for recruitment**

**Nov – Dec: Recruitment begins. HR will announce group training date.**



# SCORING RUBRIC

- **Discipline / Department / Program Needs (0-10)**
- **Student & Staffing Needs (0-10)**
- **Student Equity Needs (0-10)**
- **District, State, & Societal Priorities (0-10)**
- **Mandates (Y/N)**



# DATA FORM

- Data is provided for nearly ALL entry fields on the FSC website.
- Please rely on deans/directors regarding data.
- Historic data will encompass Fall 2019 thru Spring 2022 (and excludes summers).
- Any data clarification can be provided on the narrative form.





# NARRATIVE FORM

- Four questions, each aligned with a scoring criterion.
- Each response is limited to 250 words.
- This form helps to provide the committee with qualitative data to make the strongest case for your request.



# THIS YEAR'S FOCUS

- Student equity question will focus on both current and planned efforts by departments around IDEAA work.
- Narratives should address current enrollment environment.



# COURSE COMPLETION DATA REQUEST

Requests for course completion data for disciplines/departments making staffing requests are due by Monday, Sept 26 at 5 PM:

<https://forms.gle/lyLPnn5sZNnisShn6>

OIR will provide course completion data by October 3.



# DOCUMENTS DUE

1. DATA FORM
2. NARRATIVE FORM
3. CLUSTER RANKING FORM

FORMS DUE **FRIDAY, OCTOBER 14 AT 5 PM**  
EMAIL TO VICTOR TAM ([vtam@santarosa.edu](mailto:vtam@santarosa.edu)) and  
MEGAN LOWRY REED ([mlowryreed@santarosa.edu](mailto:mlowryreed@santarosa.edu))

