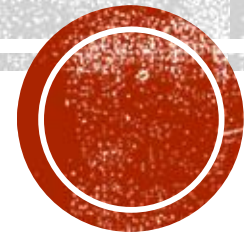


FACULTY STAFFING REQUEST PROCESS

2023-2024



COMMITTEE COMPOSITION

STEVEN KESSLER
MONICA OHKUBO
NANCY PERSONS*
MICHAEL TRAINA

VANESSA LUNA SHANNON
TAMMY SAKANASHI
KIMBERLY STARKE
VICTOR TAM*

SARAH HOPKINS, EX-OFFICIO



FACULTY STAFFING COMMITTEE WEBSITE

<https://bit.ly/srjcfsc2023>



THIS YEAR'S PROCESS: HIGHLIGHTS

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

Nearly all data are provided on the FSC website to complete forms. Deans are available to help.

Presentations to FSC in-person on Fri, Oct 27.

No course completion data requests this year.



TIMELINE

Tues, Sept 19: Faculty Staffing Process Kick-off at DCC/IM

Thurs, Oct 12: Faculty Staffing Requests due to Supervising Administrator

Friday, Oct 13: Faculty Staffing Requests due to Committee



TIMELINE CONTINUED

Fri, Oct 27: Presentations by Disciplines/Departments to Faculty Staffing Committee. (Chairs, Coordinators, and Deans can all present).

Week of Nov 6: Dra. Garcia 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 on the FSC website for nearly ALL entry fields.
- Please rely on deans/directors regarding data.
- Historic data will encompass Fall 2019 thru Fall 2023 (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.



DOCUMENTS DUE

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

FORMS DUE **FRIDAY, OCTOBER 13 AT 5 PM!**
EMAIL TO VICTOR TAM (vtam@santarosa.edu) and
NANCY PERSONS (npersons@santarosa.edu)

