FACULTY STAFFING REQUEST PROCESS

2024-2025

COMMITTEE COMPOSITION

STEVEN KESSLER

MONICA OHKUBO

JOHN STOVER*

MICHAEL TRAINA

JULIO FLORES

VANESSA LUNA

TAMMY SAKANASHI

VICTOR TAM*

THERESA RICHMOND, EX-OFFICIO

THE PROCESS

Two forms are required for <u>each</u> request by **Fri, Oct 18:**

1. Narrative form
2. Data form

One Cluster ranking form is submitted by each Dean by **Fri., Oct. 18** too.

Presentations to FSC are in-person on **Fri, Nov 1**.

CHANGES THIS YEAR

- Committee is currently considering ways to strengthen equity related questions and better assess allied faculty requests.

- IERP will be providing demographic data to be used in faculty staffing requests. **Please submit a ticket by Tuesday, Sept 24th.** Note in your ticket it is part of the Faculty Staffing Process. Please indicate department and discipline.

TIMELINE

<u>Tues, Sept 24</u>: Info for the 2024-25 process will go live on the Faculty Staffing website. (Email will be sent to DCC/IM notifying when the information is available). IERP Ticket submissions due for demographic data.

<u>Fri, Oct 11</u>: IERP Data will be sent to departments/disciplines.

<u>Thurs, Oct 17</u>: Faculty Staffing Requests due to Supervising Administrator.

<u>Friday, Oct 18</u>: Faculty Staffing Requests due to Victor & John.

TIMELINE CONTINUED

Fri, Nov 1: Presentations by Disciplines/Departments to Faculty Staffing Committee. (Chairs, Coordinators, and Deans can all present).

Week of Nov 11: Dra. García 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 and State Priorities (0-10)

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 2020 thru Fall 2024 (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.

FACULTY STAFFING COMMITTEE WEBSITE

http://committees.santarosa.edu/ faculty-staffing

2024-25 data will be available by Tuesday, Sept 24th

IERP tickets must be submitted by Tuesday, Sept 24th