

## FACULTY SERVICE AREAS

Each newly hired faculty member and academic manager must be assigned to at least one faculty service area. Additional faculty service areas may be assigned after employment.

### 1. Initial Assignment

- a. Newly hired faculty and academic managers shall be assigned to FSA(s) by College Review Teams at the time of selection for employment. The Faculty Senate Coordinating Council (FSCC) chair shall coordinate FSA assignments for District Office academic managers.
- b. Approved FSA assignments shall be forwarded to District Human Resources and submitted to the Governing Board for approval.

### 2. Process For Adding FSA(s)

- a. Faculty and college academic managers wishing to add FSA(s) shall apply to the appropriate College Review Team. District academic managers shall apply to the FSCC chair.
- b. College Review Teams or FSCC committees shall forward their recommendations to the District Human Resources Office by February 1. (See appeal process.)
- c. The District Human Resources Office shall notify faculty or academic managers of College Review Team or FSCC committee decisions by February 15.
- d. Approved FSA assignments shall be forwarded to the Governing Board for approval.

### 3. Appeal Process For Denied FSA Assignments

- a. Faculty or academic managers whose applications for additional FSA(s) are denied by College Review Teams or FSCC committee may submit an appeal to the Chief Human Resources Officer within five working days after receiving notification of such denial.
- b. Chief Human Resources Officer shall convene a meeting of the District FSA Committee to review appeals and to resolve disputes by no later than March 15.
- c. Chief Human Resources Officer shall notify applicants regarding FSA Committee decision within five working days.
- d. Recommended FSA assignments shall be submitted to the Governing Board for approval.
- e. Faculty who allege that they have been improperly denied an FSA may invoke the grievance procedure in the District/United Faculty Agreement.

### 4. Compensation

Faculty participating in the assignment of FSA(s) shall be compensated according to the Salary Schedule for Personnel Related Services.

### 5. Permanent Record

A record of the Faculty Service Area(s) for which each faculty or academic manager has been approved by the Governing Board shall be maintained in the employee's personnel file and at District Human Resources.

Education Code Sections: 87743.1-5