



*Office of the Dean Career & Technical Education &
Economic Development
and the President of the Academic Senate*

2016-17 Timelines for Faculty Staffing Request Process

Due to continuing budget uncertainties, it is not currently known how many faculty slots will be funded for next year. In addition, even after any new hires are authorized, the District reserves the right to suspend/cancel the hiring process or defer the offer of a position.

The District desires to have requests for faculty positions identified and prioritized should a hiring action be made possible due to either continuing funds or net new funding being made available for this purpose. During this year's process the committee will review requests identified in a PRPP **and** for which a Narrative Summary Form has been completed at its meetings on **Friday, October 28th and (if necessary) Monday, October 31st, 2016.**

As has been past practice, a recommended priority list of faculty positions, developed by the committee, will be used by the college Superintendent/President for hiring new faculty during the remainder of the academic year. All faculty position selections are at the discretion of the S/P. The faculty staffing timeline is as follows:

Spring Timeline

**On or before
April 15th**

Department Chairs (DCs) identify preliminary faculty staffing needs; confer with Supervising Administrators (SAs) in Santa Rosa and Petaluma.
Petaluma Campus SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in the PRPP.

Department Chairs (DCs) meet by cluster and consult with Santa Rosa SAs to review ranking of staffing request(s). Each position that has been ranked is to be entered into the related PRPP by the end of September.

**On or before
May 13th**

SAs prepare the tentative ranking of faculty staffing requests from his or her cluster to report out to Academic Affairs Council (AAC).

On May 16th

SAs report out to AAC the tentative ranking of faculty staffing requests from his or her cluster.

The Santa Rosa Dean of Counseling and Special Programs and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of AAC review are reported back to DCs.

Although forms are not submitted until the end of September, SAs and/or DCs may begin preparation of the Narrative Summary (NS).

Fall Timeline

- On August 26th**
1:00pm – 3:00pm **Faculty Staffing Committee (FSC) meets** - initial meeting to review timelines, members' responsibilities, rubric for evaluating requests, guidelines for ranking of requests, committee structure and other topics as needed. (Narrative summaries should be kept as a historical archive in PRPP.)
- On or before**
September 16th **Final review and confer** by Santa Rosa and Petaluma Cluster SAs and DCs to verify faculty priorities.
- On September 19th** **AAC reviews requests** for faculty staffing. SAs present preliminary priorities resulting in cluster-level ranking of department positions.
- On September 20th** **FSC reviews Faculty Staffing process at first DCC/IM meeting (3:15-5pm).**
- On or Before**
October 3rd **For each position, review and update faculty staffing request** sections on the Program and Resource Planning Process document (PRPP).

DC/SA must also prepare, for each requested position, a Narrative Summary (NS) to highlight the supporting data and need for the position. For best results, address each question as these are the basis of the rubric. NSs for faculty requests for the Petaluma Campus will be prepared by the Petaluma Campus SA in discussion with the DC. The Guiding Principles document provided by the FSC provides critical information to be covered in the NS.
- On or before**
October 10th **AAC Reviews Requests** for Hiring New Faculty and final ranking from Cluster Deans.

DC NS are due to SA. SAs reviews submitted NS and provide edit suggestions, as needed, before final submission.
- On or before**
October 12th **Deadline for submitting Ranked Lists, completed PRPPs, and Narrative Summaries from the SAs to the Dean of Career & Technical Education, & Economic Development (CTE/ED) no later than 5pm (no exceptions).**
- On October 14th** The CTE/ED Dean will distribute Narrative Summaries, Ranked Cluster Lists, and PRPP links, to the members of the Faculty Staffing Committee.

The Dean CTE/ED posts faculty related documents on the Faculty Staffing Committee website. This includes, but is not limited to, Dean Ranking Lists, Narrative Summaries, Guiding Principles and other documents as determined by the Faculty Staffing Committee.
- On October 17th**
3:00pm – 4:00pm **Faculty Staffing Committee meets** with the Vice Presidents of: Academic Affairs, Student Services, and Petaluma Campus; to provide organizational perspectives and highlight District-wide needs.
- 4:00pm – 5:00pm** **Faculty Staffing Committee meets** to finalize process and set rubric for prioritizing staffing requests.
- On October 28th**
8:00am – 5:00pm **Faculty Staffing Committee meets** for scheduled presentations by SAs (no longer than 15 minutes per cluster) to the Faculty Staffing Committee; and continues after presentations to determine prioritized rankings of requested faculty positions.
- October 31st**
2:00pm – 5:00pm If necessary the FSC will meet to complete rankings.

- On November 4th** Faculty Staffing Committee forwards a confidential list of ranked recommendations to the Vice President of Academic Affairs and to the Superintendent/President.
- On or before November 18th** Action taken by the District's Superintendent/President on the recommendations is distributed to college community by the VPAA. Supervising Administrators (SAs) complete a Personnel Requisition for approved positions. Hiring committees should be developed and the Human Resources Department should be contacted as soon as possible to develop a job announcement and to begin the recruitment process.
- On or Before December 2nd** Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.

December – mid April Faculty Staffing Advisory Committee meets on an as-needed basis if additional faculty hiring needs are identified and/or funding for more positions becomes available.

BEGIN THE 2017 – 2018 REQUEST/PRIORITIZING CYCLE

- On or before April 15, 2017** Department Chairs (DCs) identify preliminary faculty staffing needs; confer with Supervising Administrators (SAs) in Santa Rosa and Petaluma. Petaluma Campus SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in the PRPP.
- Department Chairs (DCs) meet by cluster and consult with Santa Rosa SAs to review ranking of staffing request(s). Each position that has been ranked is to be entered into the related PRPP by the end of September.
- On or before May 12, 2017** SAs prepare the tentative ranking of Faculty staffing requests from his or her cluster to report out to Academic Affairs Council (AAC).
- On May 15, 2017** SAs report out to AAC the tentative ranking of Faculty staffing requests from his or her cluster.
- The Santa Rosa Dean of Counseling and Support Services and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of AAC review are reported back to DCs.
- Although forms are not submitted until the end of September, SAs and/or DCs may begin preparation of the Narrative Summary (NS).

Note: For the needed forms go to:

Faculty Staffing webpage

<https://bussharepoint.santarosa.edu/committees/faculty-staffing/SitePages/Committee%20Home%20Page.aspx>

Human Resources web page

www.santarosa.edu/hr/pages/forms.html

*scroll down to *Internal Recruiting Faculty Staffing Request Form and Info*. First you will see information and instructions, several pages down are the forms that are to be completed and submitted.