

## **FACULTY SERVICE AREA (FSA)** **APPLICATION PROCESS**

Assembly Bill 1725, passed in 1989, allows contract faculty members and academic administrators to annually designate Faculty Service Area(s). Faculty Service Areas (FSAs) are derived from catalog disciplines. The FSA List is updated annually by the District Instructional Council and maintained by the Human Resources Department. In the unlikely event of a reduction in force, **tenured/tenure-track** faculty and academic administrators will have displacement rights to each assigned FSA by the date of their contract service with the District.

The information used to determine your FSA(s) was based upon the discipline for which you were hired to teach and/or for the discipline(s) for which you clearly met the minimum qualifications. The findings were based on documented information in your personnel file at the time of hire; however, you have the opportunity to apply for additional FSAs annually. For each Faculty Services Area(s) you apply for, you must meet the minimum qualifications for the requested discipline area(s). The link to the list of disciplines (and required minimum qualifications for each) is available from the Employment Web site at <https://www.sdccdjobs.com>. Click on "Minimum Qualifications for California Community Colleges." Application forms are available on the HR Web site at <http://hr.sdccd.edu/employment/employindex.cfm>. If you wish to designate an additional Faculty Service Area, you must return a completed FSA Application Form (with supporting documentation) to the Human Resources-Employment Office **by the designated deadline date in November each year.**

Human Resources staff will verify minimum qualifications for additional FSAs based upon the District's approved FSA list. FSA declarations that do not clearly meet the minimum qualifications will be referred to the District FSA Commission. A decision on the FSA declaration(s) will be made by a majority vote of the Commission members. Appeals of the decisions of the FSA Commission may be made through the grievance process as outlined in your bargaining agreement. Please refer to the appropriate handbook for specific details of this process.