DATE: December 2, 2013

TO: Department Chairs and Academic Administrators

FROM: Mary Kay Rudolph, Vice President of Academic Affairs/Assistant Superintendent

RE: FACULTY STAFFING – ADDITIONAL POSITION APPROVED
Dr. Chong has approved an additional position for immediate advertising and recruitment. The position is **Disability Resources Department – Specialist** and is categorically funded. This is the thirteenth (13th) position approved from the list of recommendations that the Faculty Staffing Committee provided to the President as part of their charge. The revised list of 13 positions is below (in alphabetical order).

Additional positions may be released if additional retirements are received in time. As always, the final hiring of these positions is dependent upon adequate funding and Board of Trustees approval. Please see the comments below from Sarah Hopkins in Human Resources regarding how to go about that process in a timely manner.

The approved positions are:

1. Associate Degree Nursing
2. Biology
3. Chemistry
4. College Skills/Mathematics
5. Counselor, Career/CTE
6. **DRD Specialist**
7. ESL
8. Fire Technology, Petaluma Campus
9. Industrial Trade Technology/Machine Tool Technology
10. KAD Generalist, Petaluma Campus
11. Medical Assisting
12. Vocational Nursing
13. Wine Studies

**Initial Guidelines from Human Resources:**

Get started by completing the Faculty Recruitment Planning Guide on the *Forms* page of the Human Resources website at [http://www.santarosa.edu/hr/forms/](http://www.santarosa.edu/hr/forms/) (see the 'Internal/Recruiting’ section).
Committee appointments should represent a range of diversity including a mixture of gender, age, cultural backgrounds, differing perspectives, etc. to ensure that we achieve inclusive excellence in our hiring processes. Committees should be formed prior to finalizing job announcements to allow for committee input (most recent job announcement will be forwarded to you next week). Recruitments commence prior to winter break with filing deadlines in February/March – timelines for your recruitment will need to be planned for in collaboration with Human Resources.

Non-voting Committee Monitors will be required for all recruitments. Human Resources will be training monitors to work with your committees, so you will receive more detail about monitor appointments in the near future. Monitors participate in all committee meetings.

The Cluster Dean (or Petaluma Dean for Petaluma positions) submits the Position Request/Personnel Requisition form (at http://www.santarosa.edu/hr/forms-linked/PersonnelReqForm%20W-PositionRequest%206-26-13%20Final.pdf (updated link to revised form)) to Human Resources. You do not need to complete Part A of the ‘Budgeting/Funding Information’ section or the PRPP section on page two of the form.

Filing deadlines will be established after the committee co-chairs (Supervising Administrator and Faculty Co-chair) begin the process by contacting Human Resources. Group hiring orientations will be scheduled in the next month which will cover the discussion with the Vice President(s) about the recruitments, orientation from Human Resources, and committee discussion regarding advertising sources, timelines and screening/interviewing criteria. Details for these group orientations will be announced in the near future. See the Committee Chair Checklist at http://www.santarosa.edu/hr/forms-linked/RecruitmentChecklist.pdf to refer to throughout the recruitment process and ensure that all necessary phases of the process are planned in advance.
DATE: November 18, 2013

TO: All Faculty

FROM: Mary Kay Rudolph, Vice President of Academic Affairs/Assistant Superintendent

RE: REGULAR TENURE-TRACK FACULTY POSITIONS APPROVED FOR RECRUITMENT

At this time the President has approved the following 22 faculty positions (in alphabetical order) for immediate advertising and recruitment. Additional positions may be released if additional retirements are received. As always, the final hiring of these positions is dependent upon adequate funding and Board of Trustees approval. Please check the Human Resources website in mid-December for further information including specific Campus assignment for each position.

The approved positions are:
· Associate Degree Nursing
· Biology
· Chemistry
· College Skills/Mathematics
· Counselor, Career/CTE
· Counselor, General (2 positions)
· English (2 positions)
· ESL
· Fire Technology
· Industrial Trade Technology/Machine Tool Technology
· KAD Generalist
· Mathematics (4 positions)
· Medical Assisting
· Speech Communications (2 positions)
· Vocational Nursing
· Wine Studies