



INSTRUCTIONS: A faculty service area is a service area or group of related services of instructional subject areas performed by faculty and established by the District (Ed. Code, Section 87743.1). If an official reduction-in-force of faculty occurs, seniority rights may be exercised only in the Faculty Service Area(s) to which the faculty member has been assigned (Board Policy 4.3.2d). Please complete this form and return it to the SRJC Human Resources Department. If you have questions regarding how to fill out this form, please contact Gina Waggoner in Human Resources at 707/527-4786 or gwaggoner@santarosa.edu. Once your request is received, it will be forwarded to the department for final approval. Equivalency requests, if supported by the department, will be forwarded to the Academic Senate Equivalency Committee and the President for a final recommendation. **May attach additional page(s) as needed for all areas below.***

DATE: NAME:
DEPARTMENT: POSITION:

FACULTY SERVICE AREA(S) ALREADY ASSIGNED: ADDITIONAL FSA(S) REQUESTED IN THE FOLLOWING AREA(S):

[1] In accordance with provisions of the Education Code and Santa Rosa Junior College Board Policy, I am requesting that I be assigned to additional Faculty Service Area(s) as requested above. I certify that my educational background, experience and other qualifications are equivalent to what is required for faculty members in the department. I am qualified for the discipline(s) that I am requesting to establish as Faculty Service Area(s) as follows:

☐ I possess a fully satisfied (Life) California Community College Instructor's Credential in the following discipline(s):

☐ For disciplines requiring a Master's degree, I possess the following degrees and certifications/licenses (if applicable):

☐ For disciplines requiring at an Associate's degree and six years of full-time (or part-time equivalent) related experience OR a Bachelor's degree and two years of full-time (or part-time equivalent) related experience, I possess the following degrees, experience and certifications/licenses (if applicable):

Degree(s):
Experience:
Certificate(s)/Licence(s):

[2] In addition to meeting the minimum qualifications for a particular FSA, you must also meet the District Competency Standards for the FSA in one or more of the following ways, per AFA Contract , Article 15, Section 15.04 (please indicate under which area(s) you qualify):

☐ I have taught a minimum of six units at SRJC in the discipline/service.

☐ I have performed paid, full-time professional experience for a minimum of two years, and licensure if applicable, in the discipline/service.

☐ I possess additional education or training of a minimum of 15 units in the discipline/service.

OR

☐ I am requesting equivalency consideration for the discipline(s) that I am requesting to establish as Faculty Service Area(s) – completed Equivalency Application and supporting documentation are attached.

*** In order for your request to be considered, you must attach supporting documentation to substantiate eligibility for the Faculty Service Area(s) as described above including (both sides, if applicable) transcripts, credentials, licenses, certificates and a current resume, if applicable.**

Signature _____

Date _____

HUMAN RESOURCES DEPARTMENT USE ONLY

Date Request Rec'd: _____ Date Forwarded to Dept.: _____
Department Recommendation: ☐ Approve ☐ Deny; By (name): _____ Date: _____