Appendix V

FSA Update Form

Date: _____

MEMO TO: _____

FROM: Human Resources

SUBJECT: Faculty Service Areas

The Human Resources Department is currently updating individual faculty service areas (FSAs) for contract academic staff. Please complete and return this form by _____ to ensure that your file is accurate and current.

1. In consideration of minimum qualifications and district competency standards, your district employment records currently list the following Faculty Service Area(s):

2. If you feel you are qualified in an additional FSA(s), please list below:

_____
    Faculty Service Area(s)

The faculty member requesting additional FSAs must submit appropriate documentation to enable verification of minimum qualifications and verification of district competency criteria in order for request to be reviewed. Materials in the faculty member's personnel file will not be researched or referenced in order to determine approval and/or denial of the new FSA request. See back for details regarding competency requirements. Questions regarding minimum qualifications may be directed to Human Resources or the Division office.

I certify that the foregoing information and attachments (if any) are true and correct.

_____   _____
Signature   Division

_____
Date

RETURN BY _____ TO ACADEMIC TECHNICIAN DESK, HUMAN RESOURCES DEPARTMENT

If you have any questions, contact the Academic Personnel Technician at ext. 6240.

FACULTY SERVICE AREAS (FSAs)

AB 1725 requires local districts to define, through the collective bargaining process where applicable, faculty service areas (FSAs) for their local colleges. At the January 7, 1991 Governing Board meeting, Cabrillo's FSAs were submitted and approved. AB 1725 requires the college to establish and update individual faculty service areas annually for contract academic staff.

In order to qualify in any FSA, a faculty member must meet both minimum qualifications and competency standards. To be considered "competent" in a service area, one must meet minimum qualifications in the discipline and meet district criteria for competency in the FSA.

In accordance with Board Policy 5107, Cabrillo College competency criteria are:

1. Two semesters of satisfactory district employment in the service area.

2. In service areas demonstrating technological development that has produced significant change in the last 5 years, satisfactory district employment in the service area in the last 5 years OR 12 semester units of upper division or graduate level course work in the service area in the last 5 years OR equivalent employment in the service areas during the last 5 years. The equivalency of work experience will be determined by a committee composed of 2 administrators, one Dean- -selected by the superintendent/president and 2 tenured faculty members selected by CCFT.

The FSAs requiring recency are:

    Computer Applications and Business Technology (CABT)
    Computer Science
    Computer Information Systems
    Digital Media
    Engineering Technology
    Music Technology & Recording Arts
    Technical Theater

If you have any questions, please consult with your Dean. A list of FSAs and minimum qualifications are available in your Division office.