

## **ARTICLE 20: FACULTY SERVICE AREAS (See APPENDIX I for FSA Request Form)**

- 20.1 The term “Faculty Service Area” means a service or instructional subject area or group of related services or instructional subject areas in which service is performed by faculty. The term “eligibility criteria” refers to criteria by which a faculty member is deemed competent to render service in a faculty service area.
- 20.2 The Faculty Service Area (FSA) process is a negotiated process and is separate from each local Academic Senate’s determined eligibility of qualification for teaching. The FSA only applies in the event of a District-wide reduction in force or program reduction or elimination, allowing the faculty member to bump into a discipline for which he/she holds the FSA.
- 20.3 Faculty Service Areas shall be aligned with the Board of Governor’s adopted Disciplines List. The FSA Committee will convene when modifications occur to this list due to State approved revisions. (See 20.8.3 below)
- 20.4 The Human Resource Office shall be responsible for maintaining records of Faculty Service Area assignments and shall list each faculty member’s approved FSAs in their personnel file.

### **20.5 ELIGIBILITY CRITERIA FOR FACULTY SERVICE AREAS PRIOR TO 2012-2013**

- 20.5.1 Prior to the 2012-2013 academic year, all full-time tenured or probationary, tenure-track faculty and administrators with faculty tenure within the district shall be initially assigned by the voting members of the Faculty Service Area Committee to one or more Faculty Service Areas. (See APPENDIX I for FSA Request Form)
- 20.5.2 To qualify for a Faculty Service Area, an employee must be a full-time tenured or probationary, tenure-track faculty member or an academic administrator with faculty tenure or administrative retreat rights and meet either Criteria A or Criteria B below:

#### **Criteria A:**

- A1. Meet the California Community College Board of Governors minimum qualifications through appropriate degrees, credentials, or those certifications required by law, or granted equivalencies or possess a valid credential to perform service in the faculty service area.

#### **In addition, faculty must meet one of the following:**

- A2. Have performed teaching or service in the discipline in the district for a minimum of two semesters; **OR**
- A3. Have successfully completed (with a grade of C or better) six semester units or nine CEUs or a combination thereof of upper-division or graduate-level coursework directly related to the discipline within seven years prior to layoff notification; **OR**

- A4. For disciplines not requiring a master's degree, meet Criteria A3 above or have had 400 hours of documented work experience directly related to the discipline within seven years prior to layoff notification.

**Criteria B:**

- B1. Teach or provide service in the discipline in the District prior to July 1, 1990 for a minimum of two semesters. All FSAs under this Criteria must be approved prior to July 1, 2013.

20.5.3 An FSA achieved by A3 or A4 above will expire after 7 years.

**20.6 INITIAL FACULTY SERVICE AREAS**

20.6.1 Beginning 2012-2013, all newly hired faculty members shall be initially assigned to at least one Faculty Service Area upon Board approval of hire. The assignment shall be based upon the faculty member's academic qualifications (meeting of State Academic Senate Minimum Qualifications through appropriate degrees, credentials, or granted equivalencies) and shall be given only for those disciplines for which the faculty member has been hired to teach.

**20.7 ASSIGNMENT TO ADDITIONAL FACULTY SERVICE AREAS**

20.7.1 Beginning Fall 2012, additional Faculty Service Areas may be granted to faculty who meet the eligibility Criteria A above and who complete the FSA Request Form (See APPENDIX I) and submit it to the appropriate Academic Senate Office by October 15. The FSA Committee will convene in November of each year and finalize determinations by November 15. The determinations should appear on the December Board of Trustees agenda for Board approval.

20.7.2 Upon Board approval, Human Resources will notify the faculty member and the additional FSA will be recorded in the faculty member's personnel file. In January of every year, the Association will be provided a complete faculty roster listing FSAs and seniority for all faculty members at both colleges. These lists are public documents and available through the Human Resources office by request.

**20.8 CHARGE OF THE FACULTY SERVICE AREA COMMITTEE**

20.8.1 The FSA Committee will convene in the first week of each October and will be composed of four voting members (two YFA representatives and two instructional deans or vice presidents) and standing advisory (non-voting) representatives from Human Resources. The MJC Vice President of Instruction, or designee, will chair the FSA Committee. In addition, the two Academic Senates will provide at least one and up to three non-voting discipline specialists. In case of lack of availability of two YCCD discipline specialists, a discipline specialist from a neighboring YCCD discipline or from a neighboring California community college may be considered. The discipline specialists will advise the

FSA Committee as to the validity of the additional FSA requests prior to when the FSA Committee convenes.

20.8.2 The FSA Committee is charged with reviewing all applications for additional FSAs. The FSA Committee's decisions will be made by a majority vote of the voting members of the committee.

20.8.3 The FSA Committee will also convene when revisions occur to the Board of Governors adopted Disciplines List in order to consider impact to faculty and their FSAs. When any initial FSA is lost due to revisions of the Disciplines List, the FSA Committee will notify affected faculty, who will then be given a two-month window of opportunity to apply for a new FSA. No full-time or probationary, tenure-track faculty shall be terminated due to loss of an FSA caused by a revision of the Disciplines List.

## 20.9 **FACULTY SERVICE AREA APPEALS PROCESS**

20.9.1 Any dispute arising from an allegation that a full-time tenured or probationary, tenure-track faculty member has been improperly denied placement in a faculty service area as requested in an application filed by the faculty member shall be classified as a grievance and is subject to the grievance procedure as outlined in Article 25.

20.10 Nothing in this policy is designed to reduce faculty's rights under Ed. Code, Section 87743.