

10.2 PROCEDURE TO FOLLOW FOR FSA DISIGNATION

- A. Faculty members may petition the District for recognition of competence in additional FSA's by filing such a petition on or before February 15 of each academic year. The faculty member shall provide the district with all records necessary to substantiate the additional claims of competence. Such petitions will be filed with the Human Resources Office. A determination will be made if the requirement of the FSA has been met as noted in the Board of Governor's approved Disciplines List. FSA's claimed on the basis of equivalencies will go through the district equivalency process. The equivalency committee will act on the petition by March 30 of that academic year.
- B. Newly hired faculty members shall qualify for the FSA's listed on their job recruitment announcement as of the completion of the first day of performing in such assignment.
- C. The Human Resources Office shall maintain a listing of all FSA's and the faculty who qualify for them.