

CBA Tip: *Faculty Service Area*

Every faculty member upon employment is assigned a Faculty Service Area, aka FSA. In order to teach classes, counsel, or provide librarian services, the faculty member must meet the Minimum Qualification or MQ (typically a designated Master's degree) in the specific Discipline that is provided by the Chancellor's Office which lists specific degree titles and always ends with "or the equivalent." Each of us has been confirmed upon hiring that we meet the MQ for the discipline in which we have been hired to work, and are then assigned a Faculty Service Area. FSAs define the subject area(s) a faculty member is officially qualified to teach or serve in, and each regular or contract faculty member is assigned one or more FSAs.

To hold or add an FSA, faculty must meet state minimum qualifications and District competency standards; new hires are deemed competent in the FSA(s) for which they were hired (as determined by Human Resources with the hiring department), and additional FSAs can be earned by demonstrating competence through 15 LHE of service (about one semester of full-time work) in that area. The official list of approved FSAs and procedures appears in Appendix 8. New or revised FSAs are established by mutual agreement between the District and the FA, along with consultation from the Academic Senate.

Human Resources maintains the list of FSAs for which individual faculty have demonstrated minimum qualifications and competency. To apply for an additional FSA, faculty must submit claims by February 1, including evidence of competency (teaching a minimum of 15 LHE in the FSA) and official transcripts verifying minimum qualifications (or complete the Equivalency Committee process if using equivalency). Only courses specified on the FSA list may establish competency, and cross-listed courses cannot be used to gain a new FSA. By March 1, Human Resources reviews claims and notifies faculty and the FA of approvals, which take effect immediately; denials may be challenged through the grievance process.

Additional FSAs are an earned privilege and provide greater job security should there be a reduction in force or program discontinuance. It is unlikely either of these would occur, but you should take advantage of this provision in the contract if you qualify and have earned it.

Some Key Faculty Take Aways

- ✓ Your FSAs define where you are officially qualified to work
- ✓ You can add FSAs by meeting qualifications and demonstrating service in that area
- ✓ The official list of FSAs is maintained in the Appendix of the CBA
- ✓ FSAs are jointly determined through district–faculty governance processes