



San Diego Community College District
ADDITIONAL FACULTY SERVICE AREA (FSA)
APPLICATION FORM (Management/Supervisory)
2012~2013 Academic Year

NAME (Please print) _____

EMPLOYEE ID NO. _____

RANK (Circle): ASSISTANT PROFESSOR ASSOCIATE PROFESSOR PROFESSOR

CURRENT DISCIPLINE: _____

INSTRUCTIONS: Please refer to the “Minimum Qualifications (for Faculty and Administrators) in California Community Colleges” available from the Employment Website at <https://www.sdccdjobs.com> to determine if you meet the minimum requirements in the discipline of the FSA you wish to apply for. (Note: The FSA you apply for must currently be available in our District.) Please type or print clearly. Submit a completed form with supporting documentation, if any, for each additional FSA you are requesting to the Human Resources-Employment Office no later than **THURSDAY, NOVEMBER 15, 2012**. *** All degrees must be received from regionally accredited institutions. ***

I. Please indicate the additional FSA for which you are applying. (NOTE: One complete application form is required for **each** FSA you are requesting.) *Suggestion: If you are requesting > 1 FSA--complete this entire application with the exception of this section and the signature line, make copies of the form, and then complete these two sections.*

Requested FSA (one discipline per application):

II. DISCIPLINES REQUIRING THE MASTER’S DEGREE
Minimum Qualifications (as developed by the State Board of Governors and adopted by our District Board of Trustees). You must meet the minimum qualification requirements for the Faculty Service Area (FSA) for which you are applying (or provide evidence of equivalent qualifications in section V):

1. MASTER'S DEGREE: Do you have a Master's degree? Yes No
 If yes, list the discipline _____

2. BACHELOR'S DEGREE: List discipline _____

3. LICENSES: _____

III. DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

A. BACHELOR'S DEGREE: List discipline _____

- AND -

Two (2) years related occupational experience? Yes No

		Firm Name & Address	Position Title	Duties
From	To			

-continued-

III. **DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE** [continued]

- OR -

B. ASSOCIATE DEGREE: List discipline _____

- AND -

Six (6) years related occupational experience? Yes No

Dates		Firm Name & Address	Position Title	Duties
From	To			

IV. **CREDENTIAL** (excluding limited service and provisional)

NOTE: The credentials that have been registered in the San Diego Community College District were utilized in assigning the FSA(s) listed in your letter. If you have a credential that you have not registered, please send a copy of that credential so that an FSA can be assigned. Please list any credentials you have that you wish to be assigned an FSA.

Credential type: _____

Subject Matter Area: _____

Expiration Date: _____

You retain the right to serve under the terms of that credential until it expires; thereafter, you must meet the respective minimum qualifications as stated in the "Minimum Qualifications (for Faculty and Administrators) in California Community Colleges" booklet available from the Employment Website at <https://www.sdccdjobs.com>

V. **EQUIVALENCY**

If you do not meet the minimum qualification requirements for a specific FSA, do you possess minimum qualifications, which you believe to be the equivalent, and do you request that your enclosed evidence be evaluated?

YES NO

NOTE: If you are claiming qualifications that you believe to meet the equivalent minimum qualifications for an FSA you must attach **CONCLUSIVE EVIDENCE** to support the equivalence.

Criteria for equivalence:

A. The general education required for a Master's degree (for those applying for a discipline for which a Master's is required) **OR** a Bachelor's degree **OR** an Associate degree.

AND

B. Coursework, which meets the requirements for a degree in the major discipline.

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V. **EQUIVALENCY** *[continued]*

You must present conclusive evidence, which meets the requirements of both A and B above.

Documentation/evidence for ascertaining equivalency includes:

1. A transcript showing that appropriate courses were successfully completed at a regionally accredited college or university [*foreign degrees/credentials - please select "Foreign Degree Evaluation Information" on our Web site (<https://www.sdccdjobs.com>) for more information*]
2. A list of publications/work products that show a command of the major in question and required writing skill.
3. Work experience that demonstrates a command of the major or occupation in question.
4. If you so desire, you may also submit letters of recommendation, which support your equivalency.

**THIS FORM MUST BE RETURNED TO THE *HUMAN RESOURCES – EMPLOYMENT*
OFFICE NO LATER THAN THURSDAY, NOVEMBER 15, 2012**

Signature

Date