



How To Add a New Discipline

Full-Time Faculty Only: Faculty Service Area (FSA)

What is a Faculty Service Area (FSA)?

In the Peralta Community College District, minimum qualifications (MQs) are the same for new hires and faculty FSA. FSA is used to record minimum qualifications for a discipline(s) for full-time faculty. FSAs include discipline area(s) in which faculty have seniority rights in the event of a reduction in force. Therefore, information on the FSA form will also be included in the Full-Time Seniority List.

The FSA form is a form that must be completed by the faculty member and their Dean, VP or President of their campus department. It is the faculty member's responsibility to submit proof of meeting minimum qualifications (e.g. official transcripts) of the discipline(s) listed on the FSA form.

Whom does the FSA form apply to?

The FSA form only applies to full-time faculty. FSA form does not apply to part-time faculty.

Where can I find the FSA form?

Please visit this [link](#) or the Peralta HR website (www.peralta.edu/hr/forms-documents) → HR Documents & Forms and click on Faculty Service Area Agreement Form to download the FSA form.

Current full-time faculty must complete the following steps to update their FSA:

- 1) Please contact the appropriate college administrator (Dean, VP, or President) of your campus.
- 2) A new FSA form must be completed and signed by the faculty member and the appropriate college administrator.
- 3) By signing the form, the college administrator is acknowledging that they have reviewed supporting documentation and is confirming that the faculty member meets minimum qualifications (MQs) for the newly listed discipline(s).
- 4) The campus should submit the completed form directly to the appropriate HR Generalist for your campus.
- 5) HR will contact the faculty member to collect required documentation for HR records if they are not included with the FSA form or not previously submitted to the HR office.
- 6) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once HR receives all required documentation and completed FSA form. The updated FSA will also be included in the FT Seniority List.

Current Part-Time Faculty

Current part-time faculty must complete the following steps to add a new discipline(s) to their list:

- 1) A college administrator (Dean/VP) should review supporting documents and confirm that the faculty member meets minimum qualifications (MQs) in the new discipline(s).
- 2) The campus is required to submit a new ePAF with new assignment associated to the new discipline.
- 3) HR will contact the faculty member to collect required documentation that were not previously submitted, once the ePAF is with the District HR office.
- 4) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once all required documentation is submitted to HR.