

TO: YOUR INSTRUCTIONAL DEAN

FROM: _____

COLLEGE: _____

I am applying for an FSA in _____ because I believe I am both qualified and competent in this area.

QUALIFIED:

I am qualified for this FSA because:

I possess the following credential or degree: _____

A copy of my credential or degree official transcript is attached.

OR

I have verified that my personnel file contains a copy of my credential or degree.

I am applying for a subject area minor or degree equivalency in _____

An official transcript is attached indicating the applicable courses

OR

I have verified that an official transcript is in my file and have attached a list of applicable courses.

COMPETENT:

I am competent in this FSA because I meet the following District standard:

a. Taught at least one semester/quarter credit course during two different semesters/quarters at an accredited college/university in the discipline of the FSA; or has performed the duties at least 20% of the hours per week indicated for a full load in assignments described in Article 7 of the District/United Faculty Agreement.

Years _____ Semesters _____ College _____

b. Completed the equivalent of 15 semester units of upper division and/or graduate level course work in the discipline.

A copy of an official transcript indicating this coursework is attached, or I have verified that a copy is in my personnel file and I have listed those courses that apply.

c. Possess a valid Subject Matter Area Credential; i.e., is eligible to teach those subjects listed on the credential or in the "GUIDE TO SUBJECT MATTER AREAS FOR COMMUNITY COLLEGE CREDENTIALS," September 1974 (or subsequent revision), and any certificate or license required in the discipline.

A copy is attached, or I have verified that a copy is in my personnel file.

d. In a vocational area have the combination of degree and work experience as stipulated in the Disciplines List, and submit evidence of occupational proficiency based upon at least two years of recent work experience, calculated either consecutively or cumulatively, which is directly related to the occupation to be taught.

Work experience and official transcripts documentation is attached, or I have verified their existence in my personnel file.

HOW TO ADD AN FSA

- To add an FSA you must complete the application form on the reverse side and submit it to the District Personnel Office by November 1. College Review Teams will review all applications received and will forward recommendations for additional FSA assignments to the Vice Chancellor, Human Resources by February 1, of the ensuing year. The Vice Chancellor, Human Resources will notify faculty regarding College Review Team decisions by February 15.
- You **must** be both qualified and competent in a discipline listed on the Board of Governor's approved disciplines list.
 - To be qualified, you must meet the minimum qualifications as indicated for each discipline on the Board of Governor's approved list, or have a valid credential.
 - To be competent, you must meet the District requirements listed on the application form.
- Some or all of the documents (credentials, transcripts, work experience documentation) you wish your college review team to use may be in your personnel file located in the Business Offices at Contra Costa College and Los Medanos College and in the Personnel Office at Diablo Valley College. Please check your file and indicate on the application form which documents you wish the committee to review, and/or attach copies of any documentation you wish to be considered that is not in your file. Official copies of transcripts are required.