

HUMAN RESOURCES

**AP 7211 FULL TIME FACULTY SERVICE AREAS AND  
COMPETENCIES**

**References:**

Government Code Sections 995 et seq.;  
Education Code Sections 87001, 87003, 87356, 87359, and 87743 et seq.;  
Title 5 Sections 53400 et seq.;  
Accreditation Standard III.A.2-4

**Faculty Service Areas:** Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Each faculty member shall qualify for one or more faculty service areas at the time of initial employment.

New faculty members will be assigned faculty service areas by their hiring departments at the time of initial employment. These assignments will be based upon the minimum qualifications pursuant to Education Code Section 87356.

The Human Resources Office shall maintain a permanent record for each faculty member employed by the District. The record shall contain each faculty service area which the faculty member possesses, the minimum qualifications for service, and in which faculty service areas they have established competency pursuant to District competency standards. Every three years, the Faculty Senate shall review the faculty service areas for completeness and currency.

A faculty member shall be eligible for qualification in any faculty service area in which the faculty member has met both minimum qualifications and District competency standards. After initial employment, a faculty member may apply to the District to add faculty service areas for which the faculty member qualifies. The burden of providing documentation and satisfactory proof of qualification for additional faculty service areas resides with the employee. The application shall be received by the District on or before February 15 in order to be considered in any proceeding pursuant to Education Code Section 87743 during the academic year in which the application is received. Any dispute arising from an allegation that a faculty member has been improperly denied a faculty service area shall be classified and procedurally addressed as a grievance as described in this AP and related procedures.

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**Date Approved: 4/21/15; Revised: 2/6/18; Revised: 12/10/21**

*(Replaces Palomar Policies 154.2, 154.21, 154.3, 154.31, 176, Palomar Procedures 154.21, 154.3, 154.4, 176, and all previous versions of AP 7211.)*

**Review and Grievances**

The Faculty Senate FSA Review Committee will consist of an administrator with faculty service area responsibility, faculty members from each academic division appointed by Faculty Senate, one counselor and one librarian appointed by the Faculty Senate, and one faculty member appointed by the PFF. This committee will review applications for additional faculty service areas and issues of competence for reassignment purposes.

Disputed decisions of the reviewing committee will be adjudicated by a grievance committee of three tenured faculty members appointed by the Faculty Senate. No member of the grievance committee may sit on the reviewing committee. The decision of the grievance committee shall be final.

In the event that suit is brought against any District employee who participated in the faculty service area process as a result of such participation, the District shall provide for the legal defense of the employee subject to the provisions of applicable law.

Current Faculty Service Areas and Competencies can be found in the collective bargaining agreement between the District and the PFF.

Also see the District's competency standards.

Office of Primary Responsibility: Human Resource Services

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