

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding

Special Assignment  
English Department Writing Center Coordinator:  
Selection Process, Job Duties, and Compensation

April 13, 2020

The District has created a Special Assignment in the English Department Writing Centers.

**A. Job Duties.** The Writing Center Coordinator Special Assignment (WCCSA) position will:

1. Assess staffing needs of the Writing Centers on the Santa Rosa and Petaluma campuses, and report these to the Department Chair;
2. Collaborate with the Petaluma Tutorial Center Coordinator regarding Petaluma Writing Center staffing needs;
3. Participate in hiring, training, scheduling, and evaluating Instructional Assistants in the Writing Centers;
4. Inform new faculty members about procedures of the Writing Centers;
5. Schedule faculty members in the Writing Centers, according to practices that are determined by the Department faculty and that are consistent with the Contract;
6. Generate, review, and initial timesheets for hourly faculty and STNC employees, and forward to the Supervising Administrator;
7. Oversee daily staffing needs; arrange for faculty substitutes; communicate, as needed, changes in staffing to Writing Center staff; and, following usual Department practice, record absences for hourly employees;
8. Respond to Department faculty input regarding the Writing Centers' role and functions as part of the English Department's academic program;
9. Promote the Writing Center as a resource for students in all disciplines and for other student writing directly related to their academic goals;
10. Report to the Department Chair and Supervising Administrator equipment and funding needs;
11. Participate in overseeing budget for supplies, facilitate ordering of supplies, and facilitate requests regarding IT and facilities needs in the Writing Centers; and
12. Serve on English Department Executive and Scheduling Committees.

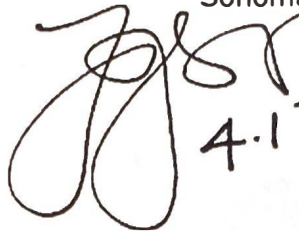
**B. Selection Process.** Any regular faculty member in the English Department is eligible to serve in the Writing Center Coordinator Special Assignment position; the incumbent is eligible to run in the election. The department electorate (see Article 7: Definitions) is eligible to vote, and the WCCSA is elected by a majority of votes cast. The WCCSA serves subject to the consent of the District.

1. The regular term of the assignment is three consecutive academic years, to begin on the first day of the fall semester in the first year of the term. An election to replace a WCCSA mid-term will specify the remaining time as the term of the assignment.
2. No later than October 1 in the third year of the WCCSA's three-year term, the Department Chair will announce, by email, the special assignment to all regular and Year 4 probationary faculty members. The announcement will include a link to this MOU. The announcement will specify the term of the assignment; no less than five working days for submitting nominations and no less than five additional working days for nominees to submit statements of interest; and the period of the election, which will be five working days and will conclude no later than 20 working days after the original announcement.
3. **Mid-term vacancy of the WCCSA position.** The Department Chair will perform the duties of the WCCSA during the period of vacancy and receive prorated compensation, until a new WCCSA is determined.
  - a. If the vacancy is known by the end of Week 12 of the semester, the Department will, within one week of learning of the (anticipated) vacancy, initiate the election process to determine a replacement.
  - b. The process to determine a replacement for a vacancy that occurs Week 13 or later will be initiated during the first week of the subsequent semester.
  - c. All other practicable provisions of §B.1-2 and §B.4 will apply.
  - d. A replacement WCCSA will assume duties immediately upon being elected or appointed.
4. Voting will be conducted either electronically or by paper ballot, consistent with the Department's written procedure per Article 13.05.D. Balloting will be confidential, and proxy votes will not be accepted. Runoff elections will be held as needed to achieve a majority decision. The supervising administrator will tally votes and certify the election(s).
5. If no regular or Year 4 faculty member runs for WCCSA, the election process in §B.4 of this MOU results in no majority decision, or the position is otherwise vacant, the Chair may elect to perform the assignment. If the Chair does not elect to perform the assignment, the Vice President of Academic Affairs, in consultation with the Supervising Administrator and Department Chair, will appoint a regular faculty member to serve as WCCSA for up to one full term.
6. **Recall by Department Faculty:** At the written request of 30 percent of the department electorate, the supervising administrator will convene a meeting of the department members for a confidential recall vote. If the majority of the department electorate present at the meeting vote to recall the current WCCSA and the supervising administrator certifies the recall vote, then the current WCCSA will be removed from the position at the time of the vote.

**C. Compensation.** The WCCSA will receive 26.6667 percent in reassigned time each semester of the three-year term. Compensation will be prorated as necessary. If the assignment is determined after electronic publication of the schedule of classes for the semester, a WCCSA may take the compensation for that semester as either contract load or overload.

  
Sean Martin, President  
All Faculty Association

  
Dr. Frank Chong, Superintendent/President  
Sonoma County Junior College District

  
4.17.20