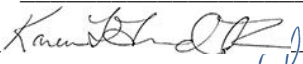



## Department Specified Provisions (DSP)

Department/Chair Counseling/Audrey Spall Date Submitted 07/23/2012  
 AFA signature  Date 9/29/16 Contract Compliant:  YES  NO  
 Senior VPAA approval  Date 9/27/16 Addenda:  Spec. Exp.  Summer

### Part I Special Expertise Requirements (Use Special Expertise Addendum, if needed.)

Course or Allied Service	Brief Rationale	Criteria The criteria will be relevant, objective, verifiable and reasonable.
Online Teaching		Must have either: (1) Taught a total of 6.0 online semester units for an accredited college or university within the last 5 years; OR (2) Passed a class or classes totaling at least 2.0 semester units at an accredited college or university on the pedagogy of teaching online within the last 5 years; OR
		(3) Demonstrate successful completion of SRJC online teaching training within the last 5 years; OR (4) Demonstrate successful completion of at least 30 hours of certified training in teaching online from @ONE (or comparable organizations as determined by SRJC) within the last 5 years.

### Part II Summer Session Assignments (Use Summer Session Addendum, if needed.)

The department has special summer session procedures:

YES, see below  
 NO, the criteria for fall and spring semesters are used for summers.

#### Special Summer Procedures:

- 1) Instructional Assignments
    - a) Assignment priority for summer instructional assignments, including Counseling 270, is determined by length of service. Contract counseling faculty members will be assigned summer instructional assignments in ranked order according to the length of service list.
    - b) Until all contract counseling faculty have had the opportunity to request a summer assignment, no counseling faculty may request more than 1 course from 1 to 3 units, excepting those who select a .5 unit course who may select 2 courses (1 unit).
    - c) The maximum load for Summer Session instructional assignments is 40%, including Coun 270. This restriction does not include emergency replacement assignments. All assignments over 40% must be reviewed by the Department Chair and approved by the Dean of Counseling and Support Services in Santa Rosa or the Dean of Student Services in Petaluma.
- CONTINUED ON ADDENDUM

### Part III Initial Allocation for Faculty with ESTABLISHED LOAD

*For departments offering a significant number of courses that have greater than 20% load value, the District and AFA may approve initial allocations of established load of greater than 40%.*

The department has initial load allocations *greater than* 40%:

YES, it is \_\_\_\_\_%  
 NO, it is up to 40%

### Part IV Minimum Offer to Faculty with Offer Rights and NO ESTABLISHED LOAD

*A department whose programs include a significant number of courses or services with load values of greater or less than 20% may specify that faculty members who have offer rights but no established load will receive an offer of greater or less than 20%.*

The department's minimum offer is *greater than* or *less than* 20%:

YES, it is \_\_\_\_\_%  
 NO, it is 20%