

Department Specified Provisions (DSP)

Department/Chair Jessica Pardoe / ESL

Date Submitted 10/11/18

AFA signature [Signature]

Date 11/19/18

Contract Compliant: YES NO

Senior VPAA approval [Signature]

Date 11/20/18

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 or hybrid ESL classes	Assignment to teach online or hybrid classes requires training in online pedagogy and accompanying technology	Demonstrable experience and expertise: -Successful completion of Online Special Expertise certificate in Canvas AND demonstrated application of skills through creation of Canvas course to manage an in-person class in a semester prior to teaching online; OR -Successful completion of at least 24 hours of online pedagogy, distance education, and/or instructional technology courses, which can be accomplished through coursework in certificate programs such as TESOL International Association Certificate: Developing An Online Teaching Program or @ONE Certificate in Online Course Design Fundamentals AND demonstrated application of skills through creation of Canvas course to manage an in-person class in a semester prior to teaching online; OR -Taught online through another college

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:

Initial allocations for summer are two classes or up to 40% load.

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 60 %
 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 13.276 %
 NO, it is 20%