

Department Specified Provisions (DSP)

Department/Chair Library & Info Resources/Nancy Persons Date Submitted 5/14/2009
 AFA signature [Signature] Date 8/26/16 Contract Compliant: ES O
 Senior VPAA approval [Signature] Date 9/23/16 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 LIR Courses	1) Completion of course in online instruction using LMS offered by SRJC or other institution with proof of completion certificate. 2) Established past experience teaching credit-bearing fully online course with proof on class schedule.	Demonstrated experience teaching a credit-bearing course fully online using a learning management system (LMS) such as Canvas, Moodle, Blackboard, or D2L.

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. Offer rights for summer instructional assignments is determined by criteria outline in Article 16.04.A.

b. All sections of all Library and Information Resources Department courses will be offered in rank order first to regular faculty indicating interest in teaching during the summer session, as long as sections remain available. Each regular faculty member shall request no more than 1 section of a course. Once all interested regular faculty members have requested a section, the remaining sections shall be offered in rank order to all interested adjunct faculty members for as long as sections remain available. Each adjunct faculty member shall request no more than 1 section of a course. Once all interested faculty have had the opportunity to choose a section, the remaining sections shall be available, without limit, to all interested faculty in rank order.
 (cont.)

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%