Special Expertise Addendum

Course or Allied Service	**Brief Rationale**	**Criteria** The criteria will be relevant, objective, verifiable and reasonable.
1A, 1B, 1C, 2, 4, 5, 6, 9, 10, 15, 16, 25, 27, 58, 101, 150, 154, 156, 161, 215	The rationale for requiring Special Expertise, Experience, and Online Requirements lies in the necessary experience and academic preparation required to teach these courses in a manner consistent with the standards of the SRJC Mathematics Dept.	A. Face-to-Face/Blended Assignments 1. Meet the current minimum qualifications for the position of Mathematics Instructor as specified by the State and SRJC: Master's Degree in Mathematics or Applied Mathematics;
		OR Bachelor's in either of the above and Master's Degree in Statistics, Physics, or Mathematics Education; OR the equivalent; OR possession of a fully satisfied (Life) California Community College Instructor's Credential in Mathematics.
		Transcripts must include a minimum of three distinct semester- (or four distinct quarter-) length graduate level courses (with a math department prefix) from the following list: • Real Analysis, or equivalent • Linear Algebra, or equivalent • Abstract Algebra, or equivalent
		• Probability Theory, or equivalent • Complex Analysis, or equivalent • Numerical Analysis, or equivalent • Topology, or equivalent • Number Theory, or equivalent • Logic/Set Theory, or equivalent • Differential Equations, or equivalent
		Different courses in a sequence of courses, e.g. Real Analysis I, Real Analysis II, etc., count as distinct courses. OR 2. Have taught the course or its equivalent at SRJC within the previous five years.
		B. Online/Hybrid Assignments 1. Development of Online and Hybrid Courses a. The development of an existing course for online or hybrid delivery must be approved by the Mathematics department during one of the regular department meetings.
		b. The person who proposes to develop an online or hybrid course shall meet the minimum qualifications. c. The online or hybrid course, once developed, must meet all criteria for accessibility with regard to ADA before it can be used as a template for new sections of the same course. d. The Mathematics Department will not consider developing any online courses until the district has established a designated on-campus facility for proctored testing.
		2. Minimum Qualifications of Online or Hybrid Instructors In addition to the qualification for online teaching stipulated by the district (required training in the Learning Management System deployed by the district, or at least 6 units of online teaching experience), the instructor who teaches the online or hybrid section must have taught the same course at SRJC in a traditional face to face setting.
		3. Other Responsibilities/Requirements of Online/Hybrid Instructors a. It is the responsibility of the online or hybrid instructor to ensure that the online or hybrid section meets the requirements in the official course outline. b. Online or hybrid instructors are required to hold a minimum of 50% of required office hours face-to-face in an office, classroom, or in a tutorial center on campus. The remaining office hours will be scheduled online.
		c. Instructors new to an existing online or hybrid course shall have a mentor who has taught the course in an online or hybrid format. d. If several adjunct instructors are assigned to teach multiple sections of an online or hybrid course, a full-time instructor who has previously taught the course will be appointed as the coordinator for the course. The role of the coordinator is to ensure the same standards are applied to all online or hybrid sections of the same course, and the standards are in compliance with the departmental policy.