

# Department Specified Provisions (DSP)

Department/Chair World Languages/Jessica Pardoe

Date Submitted 1-19-2022

AFA signature [Signature] Date 1/24/2022

Contract Compliant:  YES  NO

Senior VPAA approval [Signature] Date 1/25/2022

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 and hybrid courses	Assignment to teach online or hybrid classes requires training in online pedagogy and accompanying technology	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

## 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:

All instructors, regular and adjunct, will be sent a query letter regarding summer assignments. To receive first consideration, the query letter must be received by the date therein specified. Summer assignments will be made on the basis of seniority (1 point) and established load (1 point). In the case of a conflict, the instructor with seniority will be given the class for that summer. Additionally, instructors not assigned a summer school class will be given 1 point each year they request summer teaching until they receive a summer assignment. The process then begins again. Absent an emergency, no instructor will be assigned more than one summer class. Should further classes become available, first preference will be given to those Instructors who requested but did not receive a class. This policy does not apply to summer programs abroad. Summer assignments shall be made for ASL according to the same criteria and the same process as fall and spring.

## 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%