

Business Administration

Departmental Procedures for Hourly Assignments

Faculty Discipline Coordinators for various discipline areas are assigned by the Department Chair in consultation with the Supervising Administrator. These Faculty Discipline Coordinators develop the schedule of classes for their respective discipline areas following the AFA guidelines in Article 16.04 and the Department Procedures for Hourly Assignments. All discipline schedule proofs are given to the Department Chair for review and submission to the Supervising Administrator.

The Business Administration Department discipline areas are:

- Accounting
- Business Administration
- Business Office Technology
- Client Services
- Hospitality
- Human Resources
- International Business
- Legal Procedures
- Management
- Marketing
- Real Estate
- Small Business

When faculty are hired, they are assigned to the discipline areas in which they are qualified to teach. The faculty member's hire date is the first day the faculty member teaches a course in that discipline area. If a current BAD faculty member wishes to be added to another discipline area in the Business Administration Department at a later time, s/he must apply through the Department Chair. The faculty must be interviewed by the Department Chair and Faculty Discipline Coordinator and approved by both before being added to the additional discipline area.

Minimum Qualifications and Expertise

All faculty must meet the minimum qualifications and any special expertise needed to teach courses or offer specific services in the discipline area in which they would like to teach. Attached to this agreement is a listing of the courses/services requiring special expertise and/or experience along with an explanation of rationale, verifiable criteria, and process to be followed when two or more faculty qualify to teach the same course requiring expertise.

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11-18-09

Notices to Faculty

All faculty are expected to have an SRJC Outlook email account. These SRJC faculty emails will be subscribed to a BAD email listserv and will be used to communicate with all BAD faculty. The Department Chair, or designee, will email faculty a Teaching Preference Form to complete to designate interest in an hourly assignment. This Teaching Preference Form will be sent in a timely manner after Proof 1 is received by the Department Chair. The last date to return the completed Teaching Preference Form will be noted on the form and will typically provide a response time of at least two weeks. The Department Chair will provide the Faculty Discipline Coordinator with copies of the returned forms from those faculty interested in teaching courses in their discipline areas. The Department Chair or designee, will notify faculty via the BAD email listserv when the schedule of classes has been electronically posted to the Web. The electronic publishing of the schedule constitutes notification of the offer of an assignment. However, Faculty Discipline Coordinators are encouraged to communicate assignment offers with faculty during the schedule development process.

Faculty Discipline Coordinators shall use the following procedures, in the following order, when making hourly assignments:

1. Courses that require special expertise will be assigned to qualified faculty who have listed the course on his/her Teaching Preference Form . If more than one faculty member is qualified to teach a course, the length-of-service list will be used to assign the class, starting with the eligible faculty member with the greatest length of service.
2. The AFA Guidelines in Article 16.04.C.1. a through f (last modified July 1, 2006) are incorporated herein and shall be applied when making hourly assignments. A copy of those guidelines is attached to these procedures.

If a faculty member refuses an assignment offered, there is no further obligation to offer an alternate assignment.

Summer and inter-session hourly assignments will be handled in the same way as those for the fall and spring semesters.

These procedures become effective with the spring 2010 scheduling process.

These procedures were discussed at a regularly scheduled meeting of the Business Administration Department and approved on _____, 2009.

Stuart Sudduth, BAD Department Chair

Special Expertise/Experience Required

Service Area	Online classes in Business Office Technology Department
Rationale	Instructors must demonstrate the ability to use various technology to deliver and manage a course online. In addition, instructors must have been an online student and understand pedagogical issues that must be addressed differently in the online environment.
Verifiable Criteria	<p>Prior to spring 2009, the faculty member must have developed at least one online class, created the course materials and evaluation system, and taught the online class for more than two semesters. The online course development must be original and does not include cloning or modifying an online course developed by another faculty member or a publishing company.</p> <p>or</p> <p>Instructor must show proof that s/he has:</p> <ol style="list-style-type: none"> 1. Completed online workshops/courses/programs that provide technical skills, i.e., CATE, WebCT, Blackboard, Moodle, or other course management program; and 2. Completed online workshops/courses/programs that provide online pedagogical knowledge, i.e., Cerro Coso Community College Online Teaching and Learning courses, SRJC Online Academy; and 3. Completed as a student at least two online classes from different instructors; and 4. Developed course materials and an evaluation system using CATE or some other course management program.

If more than one faculty member is qualified to teach a course, the length of service list will be used to assign the class, starting with the eligible faculty member with the greatest length of service.

Special Expertise/Experience Required

Course No.	BOT 59.4
Course Title	International Business Practices
Rationale	Emphasis is placed on the business practices used in a global economy, with emphasis on tasks required of administrative support personnel. Instructor must have traveled outside of the United States, and preferably to other continents, to be able to provide students with first-hand knowledge and experiences. Preference will be given to instructors who have worked in another country and/or who have worked in the U.S. for a multi-national or international company and have traveled to other countries on business. Experience with intercultural communication is essential for this course.
Verifiable Criteria	<ul style="list-style-type: none">• Two or more years experience traveling and/or living in other country(ies).• Listing of employment in another country or in the U.S. for a multi-national or international company.• Resume or other similar documentation listing experience performing administrative tasks for a multi-national or international company that relate specifically to working with clients/customers in other countries.• Examples of experiences with intercultural communication. Proof can be provided through explanations of tasks and activities.

If more than one faculty member is qualified to teach a course, the length of service list will be used to assign the class, starting with the eligible faculty member with the greatest length of service.

Special Expertise/Experience Required

Course No.	<p>All courses in the BOT 85 series, except BOT 85.1. As of spring 2009 courses are: BOT 85.3 – Family Law BOT 85.4a&b – Civil Litigation BOT 85.5a&b – Discovery BOT 85.6 – Legal Document Processing BOT 85.7 – Legal Research</p>
Course Title	Legal procedure courses – titles vary
Rationale	<p>Courses incorporate the most updated legal and court procedures required in California, especially in Sonoma County. Laws and legal procedures can be updated every six months. Besides legislative changes, there are procedures that are changed in law offices, courts, and supporting county and state offices. It is imperative instructors have current experience working in the legal field.</p> <p>NOTE: BOT 85.1, Intro to Legal Professions, is not a legal procedures course. It is a required course of the Legal Secretary Program to introduce students to common legal occupations (legal secretary, paralegal, attorney) and the duties and responsibilities of those professionals. This particular course does not require the instructor to have recent experience in the legal field and does not require special expertise.</p>
Verifiable Criteria	<p>Instructor must have 3 years of experience teaching legal procedure courses <u>and</u> be employed in the legal field for a minimum of 5 years within the last 10 years.</p> <p>or</p> <p>Instructor must hold a Legal Secretary Certificate, Paralegal Certificate, or a Juris Doctorate Degree <u>and</u> be employed in the legal field for a minimum of 5 years within the last 10 years.</p>

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