

Department Specified Provisions (DSP)

Department/Chair CSKLS/Amy Roscielle Flores Date Submitted 12/18/2020

AFA signature [Signature] Date 01/26/21 Contract Compliant YES NO

Senior VPAA approval [Signature] Date 1/26/2021 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 CSKLS Classes	Assignments to teach synchronous, asynchronous, or hybrid online courses require training and, when possible, successful experience in online pedagogy and the accompanying technology. In the CSKLS/Tutorial Department, assignments to courses with over 50% online instruction (hybrid and exclusively online courses) will be given to adjunct or full - time instructors who meet the Special Expertise criteria listed.	Must have either: a) Completion of Online Special Expertise certificate training course offered by the Distance Education department of SRJC within the last 5 years AND demonstrated application of skills through creation of Canvas course to manage an in-person class in a semester prior to teaching online; OR (b) Completion of at least 20 hours of certified training in teaching online within the last 5 years. This can be a combination of documented coursework, workshops, one-on-one sessions, or other professional development at SRJC or another accredited institution of higher education AND demonstrated application of skills through creation of Canvas course to manage an in-person class in a semester prior to teaching online; OR (c) Taught a total of 6.0 online semester units for an accredited college or university and completed at least 10 hours of training in distance education professional development within the last 3 years. This can be a combination of documented coursework, workshops, one-on-one sessions, or other professional development at SRJC or another accredited institution of higher education.

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:

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%

Special Expertise Addendum

Course or Allied Service	Brief Rationale	Criteria The criteria will be relevant, objective, verifiable and reasonable.
CSKLS 770 Assignments	The rationale for requiring Special Expertise and Experience lies in the necessary experience and academic preparation required to teach these courses in a manner consistent with the standards of the SRJC Mathematics Department.	1. A Special Expertise and Experience requirement shall apply to all CSKLS 770 assignments.
		2. To possess this Special Expertise and Experience, a Department faculty member must: a. Meet the current minimum qualifications for the position of Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators as specified by the state:
		Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; OR A master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory OR Equivalent
		b) must have completed a course at least at the undergraduate level OR taught students in grades 6 or higher in at least two of these areas: * Intermediate Algebra or higher * Sciences including Chemistry * Accounting * Anatomy
		* Statistics * Writing * Economics
		3. The rationale for requiring this Special Expertise and Experience lies in the following: a) necessary experience and academic preparation required to teach these courses b) supervise student tutors.