

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding  
Special Assignment  
Forensics Program Coordinator:  
Selection Process, Job Duties, and Compensation  
February 22, 2024

The District has created a special assignment for the Forensics Program Coordinator.

A. **Job Duties.** The Forensics Program Coordinator will:

1. Develop short and long-term visions for the forensics team that include commitments to diversity, equity, inclusion, and accessibility;
2. Teach forensics speech, debate, and performance skills in the Comm 52 course, and attend to student learning outcomes and course outline of record updates;
3. Guide outreach efforts with student recruitment, department and college engagement, local and alumni awareness, and the collegiate forensics community;
4. Organize logistics for on-campus events like hosting intramural tournaments, forensics showcases, and team informational meetings;
5. Coordinate travel for off-campus tournaments. This includes creating a travel schedule, budget management, and planning logistics like registration, transportation, lodging, judging, student needs, and being a safe driver;
6. Prepare students to be approved to travel to tournaments. Methods of preparation include facilitating outside-of-class coaching sessions and practices focusing on research, writing, rehearsal, presentation, and tournament expectations.

B. **Selection Process.** The Communications Department Supervising Administrator will assign a contract faculty member to the position. If no contract faculty member with an appropriate background in Forensics is available, the Communications Department Supervising Administrator may assign a qualified associate faculty member to the position. An associate faculty member appointed to the position may decline without prejudice. The District may remove a faculty member from the Forensics Program Coordinator for failure to perform the duties set forth in this MOU.

- C. **Term of Assignment.** The term of the Forensics Program Coordinator is ongoing and subject to the discretion of the District. If there is vacancy of the Forensics Program Coordinator, the Supervising Administrator or Vice President of Academic Affairs may appoint another qualified, willing contract faculty member to perform the duties of the Forensics Program Coordinator. If the vacancy occurs during the academic year, the replacement will receive prorated compensation.
- D. **Compensation.** The Forensics Program Coordinator will receive forty (40) percent in reassigned time each semester. Summer assignments are contingent on funding and will be paid on an hourly basis as approved by the Supervising Administrator and Vice President of Academic Affairs.



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Sean Martin, President  
All Faculty Association



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Dr. Angélica Garcia, Superintendent/President  
Sonoma County Junior College District