

Department Specified Provisions (DSP)

Department/Chair Amanda Greene Date Submitted 1/15/2025
 AFA signature A Donegan Date 1/27/25 Contract Compli NO
 Senior VPAA approval Robert Holcomb Date 1-28-25 Addenda pec. Exp.

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 Teaching (7/23/2012)	see addendum	
Hourly counseling assignments at juvenile hall.	see addendum	

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:

see addendum

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.
Online Teaching (7/23/2012)		Must have either: (1) Taught a total of 6.0 online semester units for an accredited college or university within the last 5 years; OR (2) Passed a class or classes totaling at least 2.0 semester units at an accredited college or university on the pedagogy of teaching online within the last 5 years; OR
		(3) Demonstrate successful completion of SRJC online teaching training within the last 5 years; OR (4) Demonstrate successful completion of at least 30 hours of certified training in teaching online from @ONE (or comparable organizations as determined by SRJC) within the last 5 years.
Hourly counseling assignments at juvenile hall. (1/15/2025)	Sonoma County Juvenile Hall serves some students who are primarily Spanish speaking. It is essential for our ELL students they have access to a Spanish bilingual counselor.	The individual will be able to read, write, and converse counseling topics and principles proficiently in Spanish. To verify that a counselor is bilingual in Spanish, they will engage in a conversation with a bilingual counselor on related topics, read provided sample email,
		and write a sample education plan with notes. They will be rated on rubric and must score a minimum of 11 out of 20 to qualify for assignment.

Special Summer Procedures:

1) Instructional Assignments

a) Assignment priority for summer instructional assignments, including Counseling 270, is determined by length of service. Contract counseling faculty members will be assigned summer instructional assignments in ranked order according to the length of service list.

b) Until all contract counseling faculty have had the opportunity to request a summer assignment, no counseling faculty may request more than 1 course from 1 to 3 units, excepting those who select a .5 unit course who may select 2 courses (1 unit).

c) The maximum load for Summer Session instructional assignments is 40%, including Coun 270. This restriction does not include emergency replacement assignments. All assignments over 40% must be reviewed by the Department Chair and approved by the Dean of Counseling and Support Services in Santa Rosa or the Dean of Student Services in Petaluma.

d) Adjunct counseling faculty, according to the length of service list, may request any summer session instructional assignments remaining after the contract counseling faculty requests have been met.

e) If a counseling faculty member's course is cancelled, he or she may not "bump" another less senior counseling faculty member.

2) Counseling Assignments

a) Assignment priority for summer counseling assignments is determined by length of service. The Department Chair, in consultation with the Dean of Counseling and Support Services in Santa Rosa and the Dean of Student Services in Petaluma, makes these assignments. Counseling faculty are offered summer counseling assignments in the following order:

1. Contract flex counselors according to the length of service list.

2. Contract counselors who wish hourly assignments beyond the flex obligation according to the length of service list.

3. Adjunct faculty according to the length of service list.

b) There are no usual load provisions for Summer Session, and if a counseling faculty member's counseling assignment is cancelled, he or she may not "bump" another less senior counseling faculty member.