

**English Department**  
**Procedure for Making Hourly Assignments**  
**(Revised: 23 February 2010)**

- Prior to submission of Proof 1 of the Schedule for any session, we query each instructor, whether active or inactive but not retired instructors unless they have indicated an interest in hourly teaching at the time of retirement.
- The query is emailed to the instructor's College account.
- The query indicates a response date and inquires whether the instructor is or is not interested in teaching on an hourly basis for the particular session identified.
- The query includes a statement that instructors without Assignment Priority should indicate their interest in teaching on an hourly basis, but notes that the District is under no contractual obligation to offer them an assignment.
- The query specifies that instructors with Assignment Priority may sign up for up to 54%, or the equivalent of two four-unit classes.
- At the response deadline, the office staff reviews the responses and prepares a list used in offering hourly assignments to instructors. Generally, only adjunct instructors express an interest in teaching on an hourly basis.
- The list used in the scheduling process is determined by consulting:

-A Department-maintained list of the adjunct instructors who expressed an interest in teaching during a particular semester, organized by length of service.

-The official seniority list for contract instructors.

-Integrating the two if a contract instructor has indicated an interest in teaching on an hourly basis (otherwise known as taking an overload.) The Department has a policy discouraging regular faculty from taking overloads but recognizes the negotiated right of regular faculty to teach overloads. Some contract instructors exercise this right to teach on an hourly basis in summer semester.

- After contract faculty have selected their schedules to fulfill their contractual load, remaining classes are available to those instructors with Assignment Priority in order of their length of service and consistent with their like-load. Instructors on this list are limited to two classes, not to exceed 54%, selected during a single round.
- If classes are still available after instructors with Assignment Priority have selected their classes, instructors without Assignment Priority select classes in order of their length of service.
- See addendum on Special Expertise.

*Carly Helit*  
4-15-2010  
*Dr. McR...*  
4-15-10

## English Classes Requiring Expertise

Below is a list of classes requiring specific faculty expertise in order to teach. These classes are not offered for general signup.

<b>Course</b>	<b>Rationale and Requirement</b>
English 25	SRJC has an articulation agreement with Sonoma State University that allows students to take English 25 to fulfill The major requirement for LIBS 327—Literacy, Language, And Pedagogy. Per this articulation agreement, instructors Who teach this course must have completed graduate units In Linguistics, with knowledge of the nature and structure Of language, the relationship between language and the Mind, language acquisition in children, language in its Social setting, language and culture, the way language Changes over time, and the application of the science of Linguistics.
English 1A, 1B, 5 & 100 Online	These online courses require training and/or coursework in designing web-based course content, Including presentation, demonstration, collaboration And assessment. Formal training in course Management software, such as Blackboard, WebCT, Or CATE is also required and should include training In constructing interactive elements such as quizzes, Discussion forums, online journals or blogs, and file Upload forms.