



4.3.2bP

EQUIVALENCY OF FACULTY QUALIFICATIONS

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Minimum Qualifications for Faculty and Administrators in California Community Colleges
Equivalence to the Minimum Qualifications

Academic Senate Equivalency Committee

The Academic Senate shall form an Equivalency Committee to review requests and make determinations for granting equivalency, in accordance with the following guidelines:

1. The Academic Senate president, or designee, will chair the Committee.
2. In addition to the Chair five members of the Committee will be faculty appointed by the Academic Senate.
3. Whenever possible, the faculty representatives will include an adjunct faculty member, counseling faculty, CTE, and broad disciplinary representation.
4. One member of the Committee will be an educational administrator appointed by the Senior Vice President of Academic Affairs / Assistant Superintendent.
5. A member of Human Resources may serve on the Committee as a nonvoting resource.
6. One alternate faculty member, preferably one who has previously served on the Equivalency Committee, will be assigned as needed.
7. Faculty Committee members will be appointed for three-year terms. Every effort will be made to stagger terms amongst committee members.
8. A quorum of four of the seven members must vote on all equivalency recommendations including those reviewed during the summer or on an emergency hire basis.

The Academic Senate Equivalency Committee shall:

1. Follow established criteria consistent with the current edition of the State Academic Senate for California Community Colleges' document "Equivalence to the Minimum Qualifications."
2. Ensure that the equivalency process meets all legal requirements.

3. Serve as a resource to Screening/Interviewing Committees regarding equivalency determinations as defined by Title 5 regulations.
4. Review equivalency requests submitted by Screening/Interviewing Committees.
5. Make determinations to grant or deny equivalency and forward the committee's decision to Board of Trustees or its designee.
6. Provide accurate records of all equivalency determinations to Human Resources. Human Resources will share equivalency records with Academic Affairs.
7. Periodically review this Equivalency Procedure and recommend necessary changes to the Academic Senate and Board of Trustees
8. Periodically review the equivalency application process and committee practice.
9. Provide educational outreach regarding equivalency to the District to clarify what constitutes equivalency and what is required as evidence.

Equivalency Request for Faculty Job Applicants

1. All faculty job announcements will state the required qualifications as specified by the Disciplines List in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" posted on the Academic Senate for California Community Colleges webpage. Announcements will specify that if an applicant does not possess the minimum qualifications, they must file an Equivalency Application their employment application. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency with his or her employment application.
2. The Screening/Interviewing Committee will first screen all qualified applicants including those claiming equivalency, and forward a list of applicants selected for interview, to Human Resources, who will then forward all equivalency requests to the Equivalency Committee.
3. If a department supports an equivalency request, the Department Chair will submit the Equivalency Review Sheet along with a narrative to describe the justification for it. This would include documented evidence including transcripts, catalog descriptions of the degree and course content, or other evidence of proficiency.

Those claiming equivalency will have their equivalency requests reviewed by the Equivalency Committee prior to being invited for interview. Only claimants who are found to meet the test of equivalency, as approved by the Faculty Equivalency Committee, shall be invited for interview.

Equivalency Review Timeline

1. Once applicants have been selected for interview, the Chair of the Screening/Interviewing Committee shall send the Equivalency Recommendation Forms and all documentation concerning equivalency submitted by candidates selected for a potential interview to Human Resources who will then forward it to the Equivalency Committee within one working day (twenty-four hours) from time of receipt of all required supporting evidence.
2. Once the Equivalency Committee receives a complete application with all necessary supporting evidence, members will deliberate, then render their decision to Human Resources within six working days. Human Resources will then forward it to the Board of Trustees or designee.
3. The Board of Trustees or its designee will rely primarily on the Academic Senate Equivalency Committee's decision in equivalency cases. If the Board or its designee wishes to have the decision reconsidered, then the Board or its designee must present in writing the rationale for

questioning the decision within two working days to: Human Resources, the Academic Senate President, and the Chair of the Equivalency committee.

4. If the Board or its designee provides rationale for questioning the decision, then the Equivalency Committee Chair has one working day to respond with their final decision.
5. The final decision of the Board of Trustees or its designee will be provided to the Academic Senate President, Chair of the Equivalency Committee and Human Resources in writing within two working days.
6. Human Resources will then inform the Screening/Interviewing Committee of the final decision within one working day of receiving the Board of Trustees' final decision, so that the interview process can proceed.

Criteria for Awarding Equivalency

The District may elect to award equivalency to faculty who do not possess the required minimum qualifications specified in the Disciplines List of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges." To be awarded equivalency, an applicant who does not possess the required minimum qualifications must provide detailed, objective, and conclusive evidence of preparation at least equivalent to the required degree. In addition to coursework, evidence for equivalency may be established based upon work experience or eminence. In all cases, general education requirements must be fulfilled.

A. Coursework

Applications for equivalency based upon coursework must include official transcripts from an accredited graduate program and catalog course descriptions as evidence of a breadth of knowledge at least equivalent to that required for the Master's degree specified in the Disciplines List. If the candidate wishes to demonstrate that their coursework is appropriate to a degree, as defined in the minimum qualifications, from another accredited college, then they should also provide the catalog description from that other accredited college. The candidate is responsible for indicating the correlation between courses they would like the committee to consider equivalent.

B. Work Experience

Applications for equivalency based upon work experience must include objective, detailed and conclusive evidence experience that demonstrates preparation and knowledge that is at least equivalent to that gained from academic programs and coursework leading to the required degree in the Disciplines List. The number of years of full-time work experience alone is insufficient evidence for equivalency. The candidate must specify applicable work experience that demonstrates equivalency to the minimum qualifications. Evidence may include job descriptions, project descriptions, and verification of work completed. Portfolios may provide supporting evidence of experience such as participation in musical groups, performances, manuscripts, art portfolios, etc. Detailed information from an objective source about the nature of this work product or experience must be provided. If the work is part-time, the candidate must outline how the total amount of time worked is equivalent to the number of years required as full-time.

C. Eminence

Applications for equivalency based upon eminence must include objective, detailed and conclusive evidence of a level of achievement and recognition in the specified discipline. Eminence shall mean that qualifications which, as evidenced by prominence and celebrity, are established by the specific industry and/or community at large and may be deemed equivalent to minimum qualifications. This may include letters of attestation or other evidence from

appropriate local, state, national and/or international associations, educational institutions, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. This evidence must be verified by the Screening/Interviewing Committee. Such evidence must be generally acknowledged to be at least equivalent to the knowledge, abilities, and experience obtained in a degree program in the discipline.

Eminence alone is not sufficient to grant equivalency. An application for equivalency based on eminence must be accompanied by conclusive evidence that the applicant exemplifies qualities of a college-educated individual and brings to the District the knowledge and abilities expected at the college level. The applicant must provide documentation supporting their claim of equivalency based on eminence.

D. Currency

An individual applying for equivalency shall demonstrate currency in the discipline.

Emergency or Special Circumstance Procedure

In emergencies or special circumstances, the candidate must meet minimum qualifications, or be approved for equivalency as stated above.

Disputed Equivalency

When there is insufficient evidence to support the application, the Equivalency Committee will ask the Department Chair and/or Screening/Interviewing Committee Chair to provide additional evidence during the Committee's regularly scheduled meeting. When a case is pending, Human Resources will schedule the discipline representative to attend the next meeting. If the case is approved, then this meeting will be cancelled. If agreement cannot be reached with the Department Chair and/or Screening/Interviewing Committee Chair at this meeting, the decision of the Equivalency Committee shall prevail. Human Resources will be promptly notified of the Committee's decision.