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Faculty Minimum Qualifications and Equivalency

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for Santa Rosa Junior College on August 27, 2021

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Faculty Minimum Qualifications

Faculty Minimum Qualifications

- Disciplines list included in AB1725 (Vasconcellos, 1988) to replace system of credentials in use until 1990.
- CA Ed Code §87356(a) The board of governors shall adopt regulations to establish and maintain the minimum qualifications for service as a faculty member teaching credit instruction, a faculty member teaching noncredit instruction, a librarian, a counselor, an educational administrator, an extended opportunity programs and services worker, a disabled students programs and services worker, an apprenticeship instructor, and a supervisor of health.



Faculty Minimum Qualifications

CCR Title 5 §53400-§53430 (19 sections)

- §53407 Disciplines List
 - Established disciplines list
- §53406 Requirement for Accredited Degrees and Units; Definition of Accredited Institution
 - Postsecondary institution accredited by an accrediting agency recognized by US Dept. of Education



Faculty Minimum Qualifications

Three categories of minimum qualifications ([MQ Handbook](#)):

- Disciplines Requiring a Master's degree
 - Master's degree (or beyond) in a specific discipline
 - OR Bachelor's degree in a specific discipline AND Master's degree in a related discipline
 - OR the equivalent
- Disciplines Requiring a Specific Bachelor's or Associate Degree and Professional Experience
 - Specific Associate Degree (or equivalent) + 6 years professional experience
 - Specific Bachelor's Degree (or equivalent) + 2 years professional experience
- Disciplines Requiring any Degree and Professional Experience
 - Associate Degree (or equivalent) + 6 years professional experience
 - Bachelor's Degree (or equivalent) + 2 years professional experience

Plus another minimum qualification:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (CA Ed Code



§87360(a))

Faculty Minimum Qualifications

- Disciplines List
 - [Minimum Qualifications for Faculty and Administrators in the California Community Colleges](#) (also called MQ Handbook)
 - Reflects statewide minimums for faculty qualification in a discipline
 - Districts may establish additional, more rigorous qualifications
- Disciplines List is updated annually
 - Process established by ASCCC delegates
 - Process includes public hearings at spring and fall plenaries (oral & written testimony)
 - Proposals voted on by delegates at ASCCC Spring Plenary
 - Approved proposals submitted to Board of Governors; MQ Handbook updated



Faculty Minimum Qualifications

Disciplines List Process ([Disciplines List Info](#) and [Revision Handbook](#))

- Local senates, discipline or professional organizations, may submit proposals for:
 - Creation of a new discipline
 - Revision to an existing discipline
- The annual review cycle begins each February.
 - Information about the process, including procedure and timeline, is distributed via listservs to a wide variety of constituents
 - The annual process currently in use was implemented following the adoption of Resolution 10.01 in Fall 2016.
- Proposals must include support from a discipline-related professional organization, evidence of availability of degrees proposed as required, and support from at least two AS CCC areas/regions





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Faculty MQs and Equivalency

Faculty MQs and Equivalency

CA Ed Code §87359

- Every district must have an equivalency process, with process, standards, and criteria by which the governing board determines that faculty possess qualifications at least equivalent to the minimum qualifications
- Once the local equivalency process determines a recommendation regarding an individual applicant, the governing board must take action before the hiring occurs

CCR Title 5 §53430 Equivalencies

- Allows for qualifications those that do not clearly possess required qualifications
- Process, criteria, and standards shall be agreed upon jointly by the academic senate and board
- Board shall rely primarily upon the academic senate when approving equivalencies





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Equivalency Explained

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Equivalency

- The possibility of hiring faculty who do not possess the exact degrees listed (“OR the equivalent”)
- The process used to determine whether faculty preparation is at least equivalent to MQs

Equivalent to the minimum qualifications means equal or at least equal, not nearly equal



Equivalency Explained

- Equivalence policies usually recognize at least one of three ways, or some combination of all three, for determining equivalence:
 - Coursework
 - Work Experience
 - Eminence
- Use of one element or a combo of all three to determine equivalence may vary by type of degree required
- Eminence is not legally defined and should not be the sole criteria for equivalency



Equivalency Explained

- Applicant must provide evidence of attainment of breadth of coursework or experience equal to the general education component of an earned associate's or bachelor's degree
- Applicant must provide evidence of attainment of skills or knowledge provided by specialized, focused coursework required for the degree in the disciplines list
- For non-master's disciplines, evidence that the requisite professional experience is equivalent to required full-time experience for the discipline
- No provisional equivalency is allowed
 - By approving equivalency, applicants are determined to have preparation at least equivalent to the minimum qualifications at time of approval
 - Equivalency determinations cannot be revoked



Determining Equivalence to the Associate Degree

When applicants do not have a completed Associate degree, they should be provided an opportunity to provide evidence and justification for equivalency

Consider all aspects of a degree when considering equivalency to a degree

California Community Colleges associate degrees are awarded to students based on the philosophy and requirements for the degrees in [Title 5 § 55061-55063](#).

Minimum of 60 degree applicable units, including

- Major or area of emphasis (18 units minimum) *Depth of knowledge
- General education (18 units minimum) *Breadth of knowledge
- Electives
- Demonstrated competence in reading, in written expression, and in mathematics





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Equivalency Processes & Committees

Equivalency Processes

- Goal of equivalency process should be fair, transparent, and consistent determination of equivalency for applicants that possess qualifications at least equivalent to minimum qualifications
- Equivalency processes should be documented and recommendations justifiable so that a determination of equivalency is understandable, clear, and supported upon review
- Applicants granted equivalency and hired by a district retain qualified status for duration of employment by district
- Consider the potential of proactive as well as responsive equivalencies (over time, responsive equivalencies may become proactive templates)



Equivalency Committees

- Responsible for using process approved by academic senate to review candidates qualifications to determine if preparation is at least equivalent to the state minimum qualifications for a discipline (plus any additional required qualifications that may have been added locally)
- For determinations based on coursework, review transcripts of completed coursework against coursework required for a stated degree
- For determinations based on work experience, review documentation of experience (must be verified by employers, not just applicant).



Equivalency Committees

- Recommended: academic senate sub-committee or separate committee with membership determined by the academic senate
- Role is to ensure that process is applied fairly and consistently
- Committees should meet regularly and be available during peak hiring seasons;
- Committees must be available and responsive so the process can always be followed, even in emergency situations
- Regularly train equivalency committees and participating discipline faculty



Equivalency Committees

Recommended membership:

- Faculty outside the discipline: general education breadth criteria
- Faculty within the discipline and related disciplines: discipline-specific criteria
- HR Liaison *key partner!
- May include regular members plus those invited for input & discussion of specific disciplines
- Decision making is more consistent when some members are constant





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Equivalency Myths

Equivalency Myths

Conditional or provisional equivalencies can be created as part of the local process

- No. Once an MQ or equivalency is granted, it cannot be revoked
- Even in emergencies, MQs need to be established prior to hire. This includes use of the equivalency process when equivalencies are warranted

Human Resource Offices should not be involved in equivalency process

- While equivalency is established between the academic senate and the governing board, HR is an important partner in shepherding the process and documenting recommendations

Single course equivalencies are permitted

- No. A person determined qualified for a discipline are eligible to teach anything within the discipline. Potential limitations are a feature of scheduling.





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Hiring Processes & Equivalency

Hiring Processes & Equivalency

- Approving equivalency only puts people in the pool of potential hires; it does not guarantee employment
- Reviewing applicant qualifications is one step in a multi-step hiring process
- To increase faculty diversity, look at applicant outreach and recruitment
- Make information available explaining equivalency
 - "Equivalency" is a term & process unique to CCCs
 - Help applicants understand when an equivalency application is needed
- Provide a sample equivalency application, supporting documents/portfolio, and committee recommendation



HOW TO QUALIFY

MINIMUM QUALIFICATIONS FOR FACULTY/ADMINISTRATORS

See **2019 Minimum Qualifications Handbook for Faculty and Administrators in the California Community Colleges**. (all applicants for academic service must meet the minimum qualifications for the discipline as specified). This resource is published by the Board of Governors of the California Community Colleges. Applicants who do not meet the minimum stated educational qualifications may apply for these instructional or educational administrative positions by requesting consideration based upon an assertion of "equivalence" through one or more categories described in the Supplemental Questions/Equivalency section of the online application. The information to the SRJC Faculty Equivalency Procedures can be found at **Board Policy 4.3.2bP**.

EQUIVALENCY APPLICANTS

Candidates who are applying for classified, faculty and/or academic administrator positions, but **do not meet the** minimum qualifications as stated in the job posting may still apply for the recruitment by filing for equivalency with the employment application. Applying on the basis of Equivalency is an option when an applicant feels they have a combination of education and/or experience that would be equivalent to the stated minimum qualifications. Equivalency candidates must complete and attach an Equivalency Application, along with supporting documentation, to their online employment application.

Equivalency Applications

Classified Equivalency Application

Faculty Equivalency Application

Management Equivalency Application

<https://hr.santarosa.edu/how-apply-qualify>



Resources

- Sonoma County Junior College District Board Policy 4.3.2bP Equivalency of Faculty Qualifications
- Minimum Qualifications for Faculty and Administrators in California Community Colleges (MQ Handbook)
- [Career Technical Education Faculty Minimum Qualifications Toolkit](#)
- ASCCC Paper: [Equivalence to the Minimum Qualifications](#) (2020 update)
- ASCCC Rostrum Articles
 - [Building a Deeper Career Education Candidate Pool--Using Faculty Equivalency Processes More Effectively](#)
 - [Looking at Equivalency Differently: Rethinking Equivalency to General Education](#)
 - [Busting Equivalency Myths: An Equivalency Chair's Perspective](#)
 - [Equivalency to the Minimum Qualifications](#)



Resources: Examples of Equivalency

College of the Canyons

<https://www.canyons.edu/administration/humanresources/employment/minimum.php>

Rio Hondo College

<https://www.riohondo.edu/hr/academic-employee-minimum-qualifications-equivalencies/>

Mira Costa College

<https://www.miracosta.edu/hr/prospective-employees-faq.html> (See Question #8)





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Questions?
Thank you!