

Academic Senate Equivalency Committee

The Academic Senate shall form an Equivalency Committee to review requests and make recommendations 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, **three eight** members of the Committee will be regular contract faculty appointed by the Academic Senate. **These members will represent a diversity of disciplines, for example, CE, STEM, Humanities, Counseling, Performing Arts, Social Sciences, and Behavioral Sciences**
3. One member of the Committee will be an adjunct faculty member appointed by the Academic Senate.
4. One member of the Committee will be an educational administrator appointed by the Vice President of Academic Affairs-
5. A member of the Human Resources Department may serve on the Committee as a nonvoting resource person.
- ~~6. One alternate faculty member, preferably one who has previously served on the Equivalency Committee, will be assigned as needed.~~
7. 6. Faculty Committee members will be appointed to three-year terms. Every effort will be made to stagger terms.
- ~~8. A quorum of four of the six members must vote on all equivalency recommendation including those reviewed during the summer or on an emergency hire basis.~~
- 7. For each equivalency case, the Chair will appoint 5 members to review and vote on equivalency recommendations; for each case a quorum of 3 must vote and a majority of 3 determines the recommendation. In situations of a high number of cases, two subcommittees of five each will be appointed by the Chair, the Chair serving as one of the five members on one of the subcommittees.**

The Academic Senate Equivalency Committee shall:

1. Follow established criteria by the current version of the State Academic Senate for California Community Colleges' "Equivalence to the Minimum Qualifications (~~Fall 2006~~)," posted on the website of the Academic Senate for California Community Colleges.
2. Ensure that the equivalency process meets all legal requirements.
3. Serve as a resource to Screening/Interviewing Committees regarding equivalency determinations.
4. Review equivalency requests submitted by Screening/Interviewing Committees.
5. Recommend all equivalency determinations to the President/Superintendent.
6. Provide accurate records of all equivalency determinations to Human Resources.
7. Periodically review this Equivalency Procedure and recommend necessary changes to the Academic Senate and Board of Trustees.

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 website. Announcements will specify that if an applicant does not possess the minimum qualifications, he or she must file an Equivalency Application with Human Resources. 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. 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 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 interview to the Human Resources Department who will then forward it to the Equivalency Committee within twenty four hours from time of receipt.
2. The Equivalency Committee will deliberate, then render its decision to the Human Resource Department within six working days. The Human Resource Department will then forward it to the Superintendent/President

3. The Superintendent/President, or designee, shall inform the Chair of the Equivalency Committee and the Human Resources Department of all equivalency decisions within two working days. If the Equivalency Committee's recommendation is rejected, the Superintendent/President, or designee, shall communicate the reason(s) in writing to the Academic Senate President and the Chair of the Equivalency Committee.

4. The Equivalency Committee shall have one working day to present any opposing views to the Superintendent/President, or designee, before the interview process can proceed.

5. Upon receipt of the equivalency committee's response to the Superintendent/President's decision, a final decision by the Superintendent/President, or designee, must be communicated in writing within two working days to the Academic Senate President, the Chair of the Equivalency Committee, and the Human Resources Department.

6. The Human Resources Department will then inform the Screening/Interviewing Committee of the final decision within one working day so that the interview process can proceed.

Criteria for Awarding Equivalency

1. Equivalency for disciplines requiring Master's degree

The District may elect to award equivalency to faculty who do not possess the required Master's degree. Master's degree requirements for all disciplines are 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 Masters degree must provide detailed, objective, and conclusive evidence of preparation at least equivalent to the required degree. Equivalency may be established based upon one or more of the following criteria: coursework, work experience, or eminence.

A. 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.

B. Applications for equivalency based upon work experience must include objective, detailed and conclusive evidence of work experience that demonstrates preparation and knowledge at least equivalent to that gained from academic programs and coursework leading to the required Master's degree in the Disciplines List. The number of years of work experience alone is insufficient evidence for equivalency.

C. Applications for equivalency based upon eminence must include objective, detailed and conclusive evidence of a level of achievement and recognition in the specified discipline that is widely acknowledged by authorities in the field as outstanding and of exceptional merit, as verified by the Screening/Interviewing Committee. Such evidence must be generally acknowledged to be at least equivalent to the knowledge and experience obtained in a Master's degree program in the discipline.

2. Equivalency for vocational disciplines that do not require a Master's degree

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the Master's degree-based upon one or more of the following criteria:

A. Semester units/occupational experience: 120 semester units AND two years of full-time occupational experience in the discipline; or

B. 60 semester units AND six years of full-time occupational experience in the discipline; or;

C. 30 semester units or industrial certification AND eight years of full-time occupational experience in the discipline.

D. All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution. At minimum, coursework taken must satisfy basic general education requirements for an Associate degree as stated in the California Education Code.

E. Related occupational experience may be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.

F. Part-time occupational experience may be substituted for full-time occupational experience when the breadth of responsibilities and the number of hours worked meets or exceeds the minimum full-time experience requirement.

G. Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.

3 Emergency or Special Circumstance Procedure

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

4 Disputed Equivalency

When the Equivalency Committee is unable to determine whether sufficient evidence exists to support or deny equivalency, the Department Chair and/or Screening/Interviewing Committee Chair may be asked to provide to the Equivalency Committee additional evidence in support of equivalency in writing and/or in person. If agreement cannot be reached with the Department Chair and/or Screening/Interviewing Committee Chair, the decision of the Equivalency Committee shall prevail. The Human Resources Department will be promptly notified of the Committee's decision.