



Reference: *Education Code Sections 87001, 87003, 87743.2;*  
*Title 5, Section 53400 et seq.*

### Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

### Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Effective with the adoption of this administrative procedure, single course equivalencies will be handled in accordance with Title 5 of the California Code of Regulations.

### Equivalencies

Equivalency Committee – An Academic Senate Equivalency Committee shall be established at each college to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." The Academic Senate at each college shall establish the Equivalency Committee no later than the second week of the fall semester. The names of the chair and other committee members will be communicated to the Office of Human Resources and the Chief Instructional Officer (CIO) at each campus by the end of the second week of the fall semester. The committee will be in effect through fall, spring, and summer and until a new committee is formed in the subsequent academic year. The Director of Human Resources shall be a standing committee member as the Equal Opportunity Officer of the District. In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- Participate in training related to the application of regulatory provisions and guidelines for determining equivalency.
- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Chief Instructional Officer (CIO) or designee.

- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### Determination of Equivalencies

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The Office of Human Resources will first screen all applicants for minimum qualifications. Once applicants have been screened for minimum qualifications, those claiming equivalency will have their claims examined by the Academic Senate Equivalency Committee. Only applicants who are determined to meet equivalency shall be entered into the pool of eligible applicants.

The Academic Senate Equivalency Committee shall send its decisions concerning equivalency and non-equivalency to the CIO. The CIO will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

After review by the CIO, the Academic Senate Equivalency Committee's recommendations will be forwarded to the Office of Human Resources. The Academic Senate Equivalency Committee shall employ the following procedures when establishing equivalency:

- In case a candidate to be considered for a position is also an equivalency claimant, the screening committee shall determine the equivalency status within ten (10) business days of receiving the equivalency request. This recommendation shall be forwarded to the CIO or designee.
- The CIO or designee will review the recommendation and either accept or reject it within ten (10) business days of receiving the recommendation. If the candidate is acceptable, the Office of Human Resources will place the applicant in the applicant pool and forward to the committee for interview consideration. If the CIO's decision differs from the recommendation of the Equivalency Committee, the CIO shall communicate the decision in writing to the Equivalency Committee and will meet with the Committee to present the reasons for not accepting the Committee's recommendation. A written record of the CIO's decision and communication to the Equivalency Committee will be attached to the equivalency form and will become a part of the employee's personnel file. If the Director of Human Resources determines that there have been considerations which are not consistent with equal opportunity, it shall be brought to the Chancellor for action before any final decision is reached.
- Upon receiving approval of equivalency from either Academic Senate, the applicant is eligible to teach at any facility within the District. If the applicant is denied equivalency by either Academic Senate, the applicant is ineligible to teach at any facility within the District until the applicant has met the minimum qualifications or has established equivalency.
- If the applicant is not granted equivalency for a tenure track position, the President may hire the applicant on a temporary contract with conditions. The specific deficiencies and their rectification will be included in the temporary contract, stipulating said conditions, and will be agreed upon by the College President or designee and the Academic Senate President or designee. The recipient of the contract must show progress and must rectify the deficiencies specified in the contract within two semesters unless special circumstances are warranted. Failure to rectify deficiencies will result in termination of the contract.

In the event that the Academic Senate Equivalency Committee does not or cannot meet within ten (10) business days of receiving the materials from the Office of Human Resources (as in the summer or other times when full-time faculty are not on duty), the following emergency procedure will be followed:

- The emergency committee will consist of a representative of the Academic Senate, the area administrator, and the CIO or designee.

- The CIO or designee shall contact the Academic Senate representative and convene a meeting of the emergency committee.
- The emergency committee can grant temporary, one semester equivalency. The candidate receiving temporary equivalency must submit a request for equivalency via the established equivalency procedures prior to teaching for a second semester.
- If the emergency committee cannot convene within five (5) business days of receiving the material from the Office of Human Resources, the CIO may grant temporary one semester equivalency.
- The CIO shall notify the Academic Senate President in writing no later than five (5) business days after a faculty member is placed in the classroom.
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
  1. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
  2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
  3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree according to the minimum qualifications established by the System Office.

Candidates seeking employment as part time faculty who do not possess the minimum qualifications specified on the Disciplines List, or possess the appropriate credential, or have not received equivalency, may be employed as an intern faculty member pursuant to the conditions outlined in section 53500, California Code of Regulations and section 87487 of the California Education Code.

Board of Trustees approval: 11/18/08  
Revised: 2/12/13



**APPLICATION FOR THOSE NOT MEETING  
THE MINIMUM QUALIFICATIONS**

Name of Applicant \_\_\_\_\_ Discipline \_\_\_\_\_

This form must be completed if you do not have the appropriate minimum requirements in the discipline.

- A. Traditional academic disciplines require a Master’s degree (list available in the Human Resources Office)
- B. Vocational disciplines do not require a Master’s but do require a degree and experience
- C. Non-credit disciplines require a Bachelor’s degree
- D. Graduate students as part-time faculty

Please check the section that applies to you and the appropriate qualification criteria.

\_\_\_ **A. DISCIPLINES NORMALLY REQUIRING A MASTER’S DEGREE**

- \_\_\_ BA/BS plus 30 semester units of appropriate course work
- \_\_\_ BA/BS plus appropriate licenser from an accredited institution or entity
- \_\_\_ BA/BS plus certification as an instructor in the specific discipline, as in the case of a reading instructor with BA plus a reading specialist credential.

Specify:

(Must provide documentation of work experience)

- \_\_\_ BA/BS plus additional course work and documented experience of such eminence in the discipline that the combination of course work and experience equals a Master’s degree in breadth, depth, and rigor

Specify:

(Must provide documentation of work experience)

\_\_\_ **B. DISCIPLINES NOT REQUIRING A MASTER’S DEGREE**

(AA/AS degree from accredited institutions and six years documented work experience in the subject matter area or BA/BS and two years of documented work experience in the subject matter area.)

- \_\_\_ Coursework from accredited institutions that would satisfy the AA/AS in breadth, depth and rigor with coursework equivalent to a major and six years documented work experience in the discipline.

Specify:

(Must provide documentation of work experience)

- \_\_\_ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth and rigor with coursework equivalent to a major and two years documented work experience.

Specify:

(Must provide documentation of work experience)

\_\_\_ C. NON-CREDIT COURSES AND DISCIPLINES REQUIRING A BA/BS

- \_\_\_ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth, and rigor with coursework equivalent to major (s).

Specify:

\_\_\_ D. GRADUATE STUDENTS AS PART-TIME FACULTY

(Applicant must be currently registered in a program of graduate studies at a UC or CSU campus.)

- \_\_\_ Advanced graduate student with prior proven teaching experience
- \_\_\_ Advanced graduate student teaching in areas consistent with the subject area of their graduate program. Such students may include advanced graduate students selected by the pertinent departmental committee from among a list of candidates provided by a UC or CSU graduate department.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Completed application must include:

- This signed document
- District application must be attached or on file with the District
- Unofficial copies of all transcripts
- Documentation of work experience, if required above
- If applicable, documentation of current registration in a program of graduate studies at a UC or CSU campus

Determination of equivalency may require you to be interviewed, provide additional information, and/or departmental examination administered.



**EQUIVALENCY DETERMINATION**

Name of Applicant \_\_\_\_\_

Equivalency Determination:

Yes	No	Committee Member Signature	Date
		Chair, Equivalency Committee	
		Equivalency Committee Representative	
		Equivalency Committee Representative	
		Faculty Discipline Representative	
		Faculty Discipline Representative	
		Instructional Administrator	
N/A	N/A	Director of Human Resources	

The above applicant/s equivalency request has been evaluated with a determination as follows:

Discipline(s) or Course(s) evaluated: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Equivalency Granted       Equivalency Denied

Basis of Determination: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Chair, Equivalency Committee

\_\_\_\_\_  
 Date

Distribution: Applicant; Human Resources; Chairperson of Equivalency Committee