

ADMINISTRATIVE PROCEDURE 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES**I. Minimum Qualifications**

Faculty shall meet minimum qualifications established by the Board of Governors and listed in the most current edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges", or shall possess qualifications that are equivalent to the minimum qualifications set out in the Board of Governors' regulations. Equivalent minimum qualifications are determined through an equivalency process.

II. Equivalencies**A. Equivalency Process**

Equivalency is the process whereby an applicant applies for a faculty position in a discipline and lacks the exact degree or experience specified as minimum qualifications in the most current edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" (approved by the Board of Governors and published by the California Community College Chancellor's Office).

The equivalency process is neither intended to raise standards nor to lower them from the minimum qualifications. It is not a process to waive the minimum qualifications.

Minimum Qualifications and equivalency procedures are for disciplines. By State regulation, there is no "single course" equivalency.

It shall be the responsibility of the applicant, who claims equivalency, to provide conclusive evidence, as clear and reliable as the official college transcripts being submitted by all applicants, that s/he has qualifications that are equivalent to what is required by the minimum qualifications (standards for equivalency are provided below).

When an applicant seeks equivalency review, the District Academic Senate President appoints an Equivalency Committee to evaluate the applicant's academic qualifications, pertinent experience, and relevant coursework in determining whether the applicant meets equivalency to the minimum qualifications. The work of each Equivalency Committee is subject to the oversight of the District Academic Senate President and the DAS President can choose to request the District Academic Senate Educational Policy Committee (comprised of the four DAS officers – President, Vice President, Secretary, and Treasurer) to assist in providing oversight. It should be noted that in some instances when there are not sufficient full-time faculty in a discipline or aligned discipline or when there is past precedent for a specific equivalency request, the DAS President may elect to act on the equivalency and not form a committee.

Denial of equivalency by the Equivalency Committee is final and cannot be re-opened unless the applicant provides new and additional information.

Each member of an Equivalency Committee shall make an independent assessment of the materials submitted by the applicant. Materials to be submitted are outlined in sections C, D, and E below. Each committee member shall record the rationale for his/her decision in writing which will be placed in the equivalency review file; this information is confidential. The decision of an Equivalency Committee shall be by majority vote.

An equivalency request which has been evaluated by an Equivalency Committee shall be forwarded to the District Academic Senate President for final sign off and forwarding of the decision to the Office of Human Resources. As noted previously, the District Academic Senate

President may enlist the service of the District Academic Senate Educational Policy Committee as necessary.

B. District Equivalency Committee Composition

A District Equivalency Committee shall be convened by the District Academic Senate (DAS) President for review and determination of any applicant claiming equivalent minimum qualifications.

The composition of a District Equivalency Committee shall consist of three contract faculty members in the discipline from different colleges (if possible) and not from the college where the applicant is applying for employment. If necessary, faculty may be appointed from a related discipline. In some instances, at the discretion of the DAS President, a committee may be comprised of only two contract faculty and a third faculty member would only be necessary if the two disagree on whether to grant equivalency or not to grant equivalency.

Those appointed to a District Equivalency Committee is confidential. The names of Equivalency Committee members shall not be shared.

C. Equivalency Criteria for a Master's Degree Discipline

Only formal education shall be considered the equivalent in a discipline which requires a Master's degree.

In the "Minimum Qualifications for Faculty and Administrators in California Community Colleges", there are often two options provided for meeting minimum qualifications for a Master's degree discipline:

- (Option 1) meeting minimum qualifications through a Master's degree as listed or
- (Option 2) meeting minimum qualifications through a specified Bachelor's degree and a specified Master's degree (both required in this pattern option).

(Option 1) If the applicant is seeking equivalency for the required Master's degree, the applicant must provide transcripts and provide a memo listing 24 graduate level semester units of coursework that would typically be required for that Master's degree. The applicant must have completed a Master's degree in some discipline.

Applicants, who are completing a Master's degree or are in the last semester of their Master's degree program, are not eligible for equivalency review. Applicants must complete their Master's Program requirements and be awarded the degree. In instances where the university delays posting of degrees, the applicant can seek a letter from the university stating that the degree has been awarded and when the degree will be posted on the transcript.

There are instances wherein the applicant has completed a Master's degree from an accredited university in the discipline under a different name than what is listed in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges". The Office of Human resources will ask the District Academic Senate President to request discipline faculty to make a determination in such an instance or information can be requested from the university which granted the degree.

(Option 2) If the applicant is seeking equivalency through Option 2 listed above and has the required Master's but seeks equivalency for the Bachelor's degree, then the applicant must provide a memo listing 30 upper division semester units that would typically be required for that specific Bachelor's degree.

D. Eminence

In special cases, applicants can request Eminence in the discipline as partial fulfillment of the coursework required in Option 1 or Option 2 above. Eminence, if established, would fulfill 12 of the 24 graduate semester units or 15 of the 30 upper-division semester units. An Eminence request is applicable when the applicant is nationally or internationally known to be prominent in the discipline. That prominence is demonstrated through documented experience, work, independent education, academic/artistic/vocational products, recognition by a non-governmental agency, scholarly research, publications, or performance in the discipline. Appropriate licensure from professional state or national boards (e.g., CPA, BRN) also may be deemed partial evidence for equivalency.

E. Equivalency Criteria for Non-Master's Degree Discipline

Disciplines in this area are typically Career Technical Education disciplines. The minimum qualifications in this area shall be –

1. an AA/AS degree for an accredited institution plus six [6] years of documented experience in the subject matter/discipline area or
2. a BA/BS degree plus four [4] years of documented experience in the subject matter/discipline area or
3. a fully satisfied lifetime California Community College Instructor Credential authorizing service to teach in the subject matter area (no longer granted after 1990) and four [4] years of document experience in the subject matter/discipline area.

The equivalent of an awarded Bachelor's degree is 120 undergraduate semester units from an accredited institution and which include the depth and breadth of general education and upper-division coursework in a major and a 2.0 GPA. There is no equivalency for the required four [4] years of work experience.

The equivalent of an Associate degree is 60 undergraduate semester units from an accredited institution and which include the depth and breadth of general education and coursework in a major and a 2.0 GPA. There is no equivalency for the required six [6] years of work experience.

F. District Office of Human Resources

The faculty employment application process shall inform applicants about the equivalency process and the documents required to pursue this process. All equivalency requests will be forwarded to the District Academic Senate President to establish an Equivalency Committee as necessary in order to determine whether an equivalency should be granted or not granted.

Any applicant who seeks equivalency to the Minimum Qualifications cannot be hired and cannot assume the responsibilities of a faculty position until the equivalency process is completed and equivalency has been granted.

The Office of Human Resources will inform all appropriate administrators regarding the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" and the necessity for equivalency review if an intended faculty hire does not meet minimum qualifications as specified in the minimum qualifications document.

The Office of Human Resources will ensure that careful records are kept of all equivalency determinations.

References:

Education Code Sections 87001, 87003, and 87743.2;
Title 5 Sections 53400 et seq.
Minimum Qualifications for Faculty and Administrators in California Community Colleges

Replaces sections of BP 3.26, Faculty Hiring including Determination of Equivalency, last revised/approved, October 10, 2000.

Approved by the Chancellor: January 15, 2013