

Equivalency Committee

PROCEDURES FOR DETERMINING EQUIVALENCY FOR FULL AND PART-TIME FACULTY POSITIONS

The equivalency procedure is followed whenever a candidate for a full or part time faculty position does not meet the minimum qualifications set forth on the Disciplines List and the candidate requests consideration based upon equivalency. According to Ed Code (§ 87359) equivalency means, "Possessing qualifications that are at least equivalent to the state-adopted minimum qualification for a particular discipline."

For All Disciplines

If eminence is a factor in determining equivalence, criteria will be outlined by the discipline faculty prior to the screening of applicants. All applicants must be screened using the same standards and criteria for eminence.

The criteria used to determine whether or not an applicant meets equivalency shall be recorded on the "equivalency form" attached to the applicant's application.

Final determination for equivalency rests primarily with the discipline faculty as long as discipline faculty follow the mandates of this procedure, state education code, and Title 5 (listed below).

In the case of a dispute between the Academic Senate and the discipline faculty, the Senate equivalency committee will serve as the arbitrating body. This committee will be composed of two senators who have had training in equivalency procedures and one additional faculty member to be selected by the discipline from faculty outside the program/department.

Masters List Disciplines

The Academic Senate for California Community Colleges states that, "The minimum qualifications for service as a community college faculty member teaching any credit course or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment."

Title 5 confirms that in addition to a master's degree in the specific discipline, a master's degree in a "reasonably related" discipline can satisfy the minimum qualifications requirement. It is the responsibility of the discipline faculty, working with the Academic Senate president and/or the Senate's Equivalency Committee to determine the equivalent academic degree or graduate level course work that fulfills the minimum qualifications for the Masters List Disciplines listed in the Disciplines List.

Non-Masters List Disciplines

There are two categories of non-masters disciplines. There are disciplines in which a Master's degree is not generally available but which require a specific bachelor's or associate degree. The minimum qualifications for disciplines on this list are specifically named bachelor's degree(s) and two years of experience or specifically named associate degree(s) and six years of experience. The second list includes disciplines in which a Master's degree is not generally available. The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.

For disciplines on the Non-Masters List, it is the responsibility of the discipline faculty working with the Academic Senate president and/or the Senate's Equivalency Committee to determine if prospective candidates meet equivalency standards for degrees and/or experience.

The equivalency procedure is as follows:

- 1) Discipline faculty in conjunction with the Senate president and/or members of the Equivalency Committee will meet to determine equivalence of applicants for full and part time faculty. This must be completed before the screening of all applications for a particular position is done.
- 2) The Human Resources Office will provide copies of the applications and relevant supporting documentation including at a minimum, the application, the resume and transcripts. If the applicant is requesting equivalence, s/he will have filled out a request form outlining why.
- 3) Determination must be based on direct evidence of claims such as transcripts, publications, work experience verification, and work products. Transcripts should provide evidence of how both general education and specializations have been met.
Conclusive evidence shall include:
 - a. A transcript showing that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district;
 - b. Publications that show the applicant's command of the major in question or his or her general education;
 - c. Other work products that show the applicant's command of the major or occupation in question; and
 - d. Work experience verification.

- 4) The discipline faculty, the Academic Senate president and the Equivalency Committee will follow the principles set by the Academic Senate for California Community Colleges, which has consistently supported the following basic principles for granting equivalency:

- Equivalent to the minimum qualifications means at least equal to the minimum qualifications, not nearly equal. **Criteria should never be less than equal to the qualifications specified on the Disciplines List.**
- The applicant must provide evidence of attaining the general education component of a regular associate degree (for disciplines on the Non-Masters List) or a bachelor's degree (for disciplines on the Masters List).
- The applicant must provide evidence of attaining the skills and knowledge provided by specialized course work required for a master's degree (for disciplines on the Masters List) or requisite experience (for disciplines on the Non-Masters List).
- It is up to the applicant to establish his or her claim for equivalency.
- According to Education Code 87355, credentials issued before the minimum qualifications were established, are still valid.
- The Academic Senate believes that faculty members must exemplify to their students the value of an education that is both well-rounded and specialized.

- 5) Equivalency determination is based upon:

Disciplines on the Masters List

- **Graduate Level Course work:** To be considered to possess the equivalent of the degree in question, a candidate must provide conclusive evidence in regard to both General Education and graduate level course work required for the degree major; and may include
Work experience, a part of which is eminence in the field (preferably outside the local geographic area).
- Candidates are not eligible for consideration of equivalency unless they possess a bachelor's degree in disciplines specified on the Masters List.
- There can be NO single-course equivalencies. (see reference below)

Disciplines on the Non-Masters List

- For disciplines on the Non-Masters List, establishing the equivalent of required experience includes possession of thorough and broad knowledge for each of the following:
 - a. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; and
 - b. Extensive and diverse knowledge of the working environment of the vocation.

A candidate must present conclusive evidence in regard to both a. and b. above to be considered to possess the equivalent of the experience in question.

- The Academic Senate for California Community Colleges takes the position that faculty hired to teach in the disciplines on the Masters-not-expected list must possess both a degree or equivalent **and** professional experience as described in Title 5 §53410 (c) and (d);
- Candidates are not eligible for consideration of equivalency unless they possess an associate degree or the equivalent for disciplines on the Non-Masters List.
- At least 60 transferable units and the general education and lower division major preparation may serve as equivalent to the associate degree for Non-Masters List disciplines.

For more information and examples please refer to:

http://www.asccc.org/Publications/Papers/Equivalence_2006.html

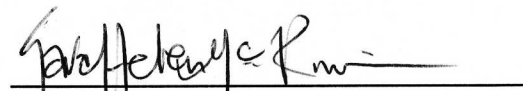
Equivalence to the Minimum Qualifications (revised Spring 2006)

The State Academic Senate's Standards and Practices Committee 2005-2006 includes *Single Course Equivalencies Legal Opinion, 2003.*

The eighth edition of *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, March 2010 – available link on <http://www.asccc.org/>

Minimum Qualifications in Title 5: <http://tiny.cc/d1eup>

Approved by the Academic Senate:


Academic Senate President

9/9/2010
Date