

INSTRUCTIONAL SERVICES

AP 4015 MINIMUM QUALIFICATIONS AND EQUIVALENCIES

References:

Education Code Sections 87001, 87003, 87351, 87355 et seq., and 87743.5;
Title 5 Sections 53400 et seq.

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.

EQUIVALENCIES

Equivalency Committee: A Faculty Senate Equivalency Committee shall be established 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 Faculty 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..." It is the responsibility of the Equivalency Committee to review equivalencies to minimum qualifications for both contract and adjunct faculty and to make recommendations to the Governing Board. In order to ensure that the Governing Board relies primarily on the advice and judgment of the Faculty Senate, the Faculty Senate Equivalency Committee shall:

- 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 Governing Board
- 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 Faculty Senate and Governing Board
- In general, ensure that the equivalency process works well and meets the requirements of the law

31 The composition of the Equivalency Committee, as well as the criteria and minimum
32 standards for equivalency are as indicated on the Faculty Senate's website.

33 **Determination of Equivalencies:** The following procedure is to be used to determine
34 when an applicant for a faculty position, although lacking the exact education or
35 combination of education and experience as indicated in the "Minimum Qualifications for
36 Faculty and Administrators in the California Community Colleges," nonetheless
37 possesses qualifications that are at least equivalent to those required by the Disciplines
38 List. The procedure is intended to ensure a fair and objective process for determining
39 when an applicant has the equivalent qualifications. It is not intended to grant waivers
40 for lack of the required qualifications. All applicants requiring a determination as to
41 equivalency will be referred to the Faculty Senate Equivalency Committee, consistent
42 with the procedures outlined in AP 7120 titled Recruitment and Hiring and the Faculty
43 Senate's Hiring Procedure as contained on the Faculty Senate's website.

44 In making a determination as to equivalency, the Faculty Senate Equivalency
45 Committee shall consider whether:

- 46 • The decision was made in accordance with this procedure
- 47 • The screening committee followed the criteria for evidence of equivalency as
48 stated in this procedure
- 49 • The decisions were consistent with similar decisions for this discipline or similar
50 disciplines made by earlier equivalency committees

51 The District may elect to award equivalency for faculty teaching in career/technical
52 disciplines that do not require the master's degree.

- 53 • **Semester units/occupational experience:** 120 semester units AND two years
54 of occupational experience in the discipline; or, 60 semester units AND six years
55 of occupational experience in the discipline; or, 30 semester units or industrial
56 certification AND eight years of occupational experience in the discipline. Note:
57 all semester or equivalent units must all be earned from a regionally accredited
58 postsecondary educational institution.
- 59 • **Related career/technical experience:** May be substituted by teaching
60 experience in the discipline or related discipline on a year-for-year basis.
- 61 • **Recency:** An individual employed to teach a career/technical discipline shall
62 demonstrate a competency in the current technology of that discipline.

63 At the end of the review period, if all members of the Faculty Senate Equivalency
64 Committee approve the application, the committee chair will write the reason for
65 approval on the appropriate section of the application, sign and return the application to
66 Human Resource Services.

- 67 • If one or more members do not approve the application, the committee chair will
68 confirm the lack of approval with each respective member. Once the member(s)
69 confirm their lack of approval, the committee chair will call for a meeting.

- 70 • During the winter and summer breaks, the Equivalency Committee chair will
71 ensure that there are at least two committee members available to review
72 applications.

- 73 • All deliberations of the Equivalency Committee and all records involved in the
74 proceedings shall be confidential.

- 75 • Under no circumstances shall the determination that an applicant has the
76 equivalent to the minimum qualifications by the Equivalency Committee be
77 construed as a determination that the candidate will or will not be hired. Such a
78 candidate shall be placed in a pool of qualified applicants, any number of whom
79 may be interviewed for a given position. Granting of equivalency does not
80 guarantee a job or an interview.

- 81 • In all cases in which equivalency is recommended, a description of the
82 Equivalency Committee's reasons for determining that a candidate has the
83 equivalent to the minimum qualifications for the discipline shall be included with
84 the committee's recommendation.

85 **REVIEW AND REVISION:**

86 The Faculty Hiring Criteria and Procedures for Faculty and Adjunct Faculty and the
87 Equivalency Procedures are subject to review and revision at the request of either the
88 Faculty Senate or the Governing Board. Changes in these procedures require the joint
89 agreement of the Faculty Senate and representatives of the Governing Board with final
90 approval by the Governing Board.

91 Also see BP/AP titled 7120 Recruitment and Hiring and BP/AP 7211 titled Faculty Service
92 Areas and Competencies

93 Office of Primary Responsibility: Instructional Services