



Reference: *Education Code Sections 87001, 87003, 87743.2;*
Title 5, Section 53400 et seq.;
ACCJC Accreditation Standard III.A.2-4

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.

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 college 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. Equivalency Committee members will serve a staggered two year term. Each year, half of the committee members serve in Year 1 and half in Year 2. Per the Academic Senate for California Community Colleges (ASCCC) CTE (Career and Technical Education) Minimum Qualifications Toolkit, the Equivalency Committee's diverse discipline representation includes a discipline CTE faculty member and a CTE counselor. 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.

In addition, the following is presented as foundational criteria for consideration by Academic Senates for measuring the equivalency application:

- Guide the applicant who may not meet traditional minimum qualifications to request equivalency where there is a question as to whether the applicant possesses the traditional minimum qualifications of the discipline or there is uncertainty about the equivalency process information, including forms and examples.
- Accept industry licensure, certification, community service, or other credentials, where appropriate, as evidence of meeting minimum qualifications.
- Use the general education equivalency examples as a guide for identifying potential equivalency artifacts/evidence to the general education areas.
- Accept equivalency artifacts/evidence through a portfolio or other documentation method. Examples include:
 - Demonstration of ongoing professional development and continuing education within the career field.
 - Publication, as author, of relevant materials in the career field.
 - Examples of the presentations of training sessions within the career field.
 - Evidence of providing direct training within the career field.

Determination of Equivalencies

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the process for meeting the equivalent of the required degree or with documented 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.

An explanation of the equivalency process will be included in all job postings and on the Human Resources webpage. Applicants will be provided with access to resources, including completed samples of equivalency applications, to facilitate their understanding of equivalency and to aid in their submission of documentation to support an equivalency request. A standard equivalency application will be available to all candidates, and instructions for completing the equivalency application will be included in the job posting.

College equivalency and hiring committees should consider non-traditional ways of demonstrating equivalency, such as recognizing industry skills and competencies or community service, to fulfill the breadth of general education requirements.

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 and potential request for reassessment (with documented questions or concerns) by the CIO, the Academic Senate Equivalency Committee's recommendations and CIO recommendation 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. Applicants may refile for equivalency when eligible per job description requirements.
- 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 within sixty (60) days of contract hire.
- 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:
 - 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.
 - Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - 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.).
 - Unexpected vacancies that occur during a session.

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree. Criteria for consideration include:

- Semester units/experience:
 - 120 semester units and two years of experience in the discipline; or
 - 60 semester units and six years of experience in the discipline

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution; and/or
- Related occupational experience: May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis; or
- Related teaching experience: May be substituted by occupational experience in the discipline or related discipline on a year-for-year basis; or

- Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- Rare exceptions: In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections and the department chair, the full time faculty in that discipline (if applicable), supervising instructional administrator, and the CIO agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate Equivalency Committee chair as deemed "equivalent" for that discipline.

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
Reviewed/Revised: 2/12/13; 2/2/2021