



Reference: *Education Code Sections 87001, 87003, 87743.2;*
Title 5, Section 53400 et seq.;
ACCJC Accreditation Standard 3

Faculty Service Areas

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

Equivalency

The purpose of this procedure is to provide an overview of the West Hills Community College District (WHCCD) equivalency processes. These procedures describe the process for verification of equivalency by the WHCCD Equivalency Committee. The same equivalency process will be followed for full-time and adjunct faculty positions.

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. Equivalency will be determined for an entire discipline, not on a course-by-course basis. Discipline equivalencies will be handled in accordance with the minimum qualifications established by the Academic Senate Community Colleges of California (ASCCC) Handbook, Title 5 Education Code Section(87359) and the WHCCD Equivalency Handbook.

Equivalency Committee

The Equivalency Committee will be a districtwide standing committee 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 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 collaborate and establish the districtwide 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 Officers (CIO) at each college by the end of the second week of the fall semester.

To ensure equal representation between each campus, membership of the Equivalency Committee shall consist of:

1. The Academic Senate Vice Presidents from each college (2); and
2. Two at Large faculty from each college (2)

Members will serve a minimum of two years. Discipline faculty will be invited to consult with the Equivalency Committee on relevant candidates under review for discipline expert input.

To ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the 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.
- Recommend all equivalency determinations to the Chief Instructional Officers (CIO) or designees.
- 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.

The committee will be effect through fall and spring. In the event that the 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 from each of the Academic Senates, the area administrators, and the CIOs or designees.
- The CIOs or designees shall contact the Academic Senate representatives and convene a meeting of the emergency committee.
- The emergency committee may 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 ten (10) business days of receiving the material from the Office of Human Resources, the CIOs may grant a temporary one semester equivalency.
- The CIOs shall notify the Academic Senate Presidents 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 time equivalency process to take place.
 - Additional sections of a class added 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, sort courses, etc.).
 - Unexpected vacancies that occur during a session.

Criteria for Determining Equivalency

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.

According to the equivalency paper posted by the ASCCC, District equivalency policies usually recognize up to three ways of demonstrating equivalency: 1) coursework, 2) work experience, and 3) eminence in the field. A combination of the three may be the foundation for equivalency determination. Regardless of the basis for equivalency determination, the applicant's evidence and the academic senate's process must document that the minimum qualifications have been met or exceeded to grant equivalency.

The committee will use these guidelines in the following way:

1. The applicant must provide objective, conclusive evidence of attaining coursework (for example, if the applicant is more than halfway through with a Master's Degree in the required discipline) or experience equal to the minimum qualifications degree for the position.
2. In a discipline that requires a Master's Degree, but the candidate has a Master's Degree other than the required degree listed in the state minimum qualifications, they could qualify based on showing eminence in the field (see number 4).
3. In a discipline that does not require a Master's Degree (e.g., CTE), but requires an Associate's Degree or Bachelor's Degree, plus two years work experience in the subject area with a Bachelor's Degree and six years experience with an Associate's Degree and extensive work experience in the field in which they wish to teach.

Or a combination of 1-3 and showing eminence as defined:

4. Display Eminence in Field using multiple sources of evidence of the below criteria:
 - Accept industry licensure, certification, community service, or other credentials where appropriate as evidence of meeting minimum qualifications.
 - Utilize 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.
 - Demonstration of ongoing professional development and continuing education within career field.
 - Extensive Publication, as author, of relevant materials in the career field.
 - Multiple Examples of the presentations of training sessions within the career field.
 - Evidence of providing direct training within the career field.

It is incumbent upon the applicant to provide conclusive evidence of the above qualifications because: Neither the district nor the academic senate can revoke the determination of equivalency because it was found that the faculty member was at least equal to the minimum qualifications at the time of hire. This example serves to illustrate the concept that no

provisional equivalency is allowed. The applicant must be determined to meet the minimum qualifications at the time of hire. The ASCCC advises that local senates should consider.

The Equivalency Committee shall employ the following procedures when establishing equivalency:

- The screening committee shall determine the equivalency status within ten (10) business days of receiving the equivalency request. Once the committee has voted on the application, the Lemoore Academic Senate Vice President will return the signed documents to their area administrator and Human Resources. If an applicant is applying for a position at the Coalinga Campus, the Coalinga Academic Senate Vice President will initiate the same process. 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. In the event that one of the college's CIOs does not agree with the committee, then a larger meeting between the committee, the discipline faculty and both CIOs shall occur. Both CIOs must agree on the final decision or the committee's decision stands. If the CIOs' decision differs from the recommendation of the Equivalency Committee, the CIOs 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 CIOs' 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, 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.

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.

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