PROCEDURE NAME: **7.1.12 Faculty Equivalency Determination**

Reference: Education Code Section 87358, Title 5 section 53430

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 7: Human Resources, 7.1 General Human Resources

**Purpose:** To address Board of Governors minimum qualifications regulations, which state, “A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (Title 5, Section 53430).

Minimum Qualifications Equivalency Determination  
For Faculty Applicants

1. **Qualifications**
An applicant who claims to possess equivalent qualifications to those identified by the California Community College’s Minimum Qualifications Discipline List must provide conclusive evidence to be considered for review. This evidence must be as clear and reliable as the college transcripts submitted by the other candidates, demonstrating that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, an applicant making the claim must provide conclusive evidence in regard to the following:

1.1 For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement with breadth and depth of understanding and rigor for each of the following as separate and distinct criteria:

a. General Education required for the degree; and

b. Course work required for the degree major.

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

1.2 For the equivalent of required experience, possession of thorough and broad knowledge for each of the following as separate and distinct criteria:

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 all 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.

2. Evidence
Conclusive evidence shall require one or more of the following:

2.1 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;

2.2 Publications that show the applicant’s command of the major in question, his or her general education, or his or her writing skill;

2.3 Other work products that show the applicant’s command of the major or occupation in question; and

2.4 Work experience verification.

3. Selection Committee Procedures
The review of applications shall be done in accordance with the district hiring policy as jointly developed and agreed upon by the academic senate and the governing board. In accordance with Education Code Section 87358, the Governing Board shall periodically designate a team of community college faculty, administrators, and trustees to review the District’s application of minimum qualifications to faculty and administrators.

4. Full-Time Faculty Positions
Minimum qualifications and equivalency may be determined by the selection committee members and, if in agreement, confirmed by the first-level manager before, during or after the screening process. These determinations can be made with open discussion among the discipline members. If there are not at least three full-time members of the discipline in question, the Faculty Senate may call on part-time faculty or faculty members from a related discipline to help in this task.

The selection committee shall determine which candidates will receive an interview. No candidate shall receive an interview unless the minimum qualifications or the equivalent of the minimum qualifications as specified in the current Chancellor’s Office Minimum Qualifications are met.

5. Part-Time Faculty Applicants
The selection committee for part-time positions may be different from those established for full-time positions. The coordinator and a faculty member, one of whom possesses discipline expertise, shall evaluate the equivalency of a part-time applicant. (Whenever possible, full-time faculty members shall be responsible for the review.) If the applicant is recommended for equivalency by the two faculty, the recommendation shall be forwarded to the dean who shall, in a timely manner, review the determination and, if in agreement, confirm the decision.

6. **Part-Time & Full-Time Records**

The Human Resources Office maintains a log indicating the number of equivalencies, granted per job vacancy announcement. A record of those faculty who have met the minimum qualifications through this equivalency process is maintained in Human Resources.
Deans’/VP Approval 1/28/09
Faculty Senate Approval 2/3/09, 10/6/09
Cabinet 9/15/09, 10/13/09