

## **AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies**

### **Faculty Service Areas**

Faculty service areas have been established after negotiation and consultation as required by law with the appropriate faculty representatives and are incorporated into the collective bargaining agreement.

### **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 Process**

An equivalency determination process has been 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..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the equivalency determination process shall ensure that participants:

- Are available to screen and act as a resource regarding equivalency determinations.
- Recommend equivalency determinations to the Governing Board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records of all equivalency determinations are communicated to the Human Resources Office.

Additionally, the Academic Senate shall:

- Periodically review this procedure and recommend necessary changes to the Academic Senate, Chief Instructional Officer (CIO), and Governing Board.
- Ensure that the equivalency process works well and meets the requirements of the law.

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**Determination of Equivalencies**

The following procedural language is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

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

Specifically, an applicant making the claim must provide conclusive evidence in regard to the following:

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: General Education required for the degree; and Course work required for the degree major.
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.

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**Evidence**

Conclusive evidence shall require one or more of the following:

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. Publications that show the applicant's command of the major in question, general education, or writing skill;
3. Other work products that show the applicant's command of the major or occupation in question; and
4. Work experience verification.

**Full-Time Faculty Positions**

Minimum qualifications and equivalency may be determined by the first-level 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 Academic 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 set out in the Disciplines List of the Board of Governors are met.

**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 first-level manager who shall, in a timely manner, review the determination and, if in agreement, confirm the decision.



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**Current Faculty Members**

When a current faculty member claims to meet minimum qualifications on the basis of equivalency, the claimant shall present evidence as described above. The Academic Senate shall call for an equivalency determination committee, which must include at least three discipline area experts to make a recommendation to the first-level manager. If in agreement, the equivalency determination shall be confirmed by the first-level manager.

**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 the Human Resources Office.

References: Education Code Sections 87001, 87003, 87359, and 87743.2;  
Title 5 Sections 53400 et seq.;  
ACCJC Accreditation Standard 3

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