

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

Reference:

*Education Code Sections 87001, 87003, 87743.2; Title 5, Section 53400 et seq.*

### **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.

### **Equivalencies**

An Academic 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 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 Academic 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 Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### **Equivalency Recommendation**

Where an Equivalency needs to be determined, the equivalency committee will make its recommendation to the Senate. The Senate will make its recommendation directly to the Board.

The Equivalency Committee shall be composed of three voting full-time faculty subject matter experts, and one voting Instructional Administrator.

A subject matter expert is defined as the holder of at least a master's degree or a lifetime California Community College Credential in the discipline to be reviewed, and has taught in the discipline within the last five years.

### **Exceptions**

If there are fewer than three full-time faculty subject matter experts, part-time faculty subject matter experts shall be added to ensure that there are at least three committee members. If there are not enough full-time and part-time faculty/subject matter experts to ensure at least a three member committee, the Senate will choose enough full-time faculty subject matter expert(s) from off-campus to ensure at least a three member committee. The District will provide the funds to pay the off-campus expert(s).

### **Responsibilities**

#### **Responsibilities of the Human Resources Development Office (HRDO):**

The Human Resources and Development Office must include, on all job announcements, the minimum and desirable qualifications for the instructional position and the criteria for determining equivalency. It must inform all applicants that they are responsible for including all relevant degree and experiential documentation with their job application.

Those applications for permanent positions which require an equivalency determination will be forwarded to the Academic Senate. Applications for equivalency received from the Vice Presidents will be forwarded to the HRDO office to log, prescreen, and transmit to the Academic Senate for their review.

HRDO will provide all members of the Senate's Equivalency Committee copy of the equivalency process; and coordinate an inservice on how to read a transcript and conduct an equivalency review. It is the responsibility of the HRDO to examine the results of all Senate equivalency evaluations, to inform the appropriate Vice Presidents and applicants of the results, and to advise non-successful applicants on corrective strategies, if needed.

#### **Responsibilities of the Vice President:**

Vice Presidents will review the application packets of adjunct faculty. The Vice President's decision and recommendations along with the application will be forwarded to the HRDO for action.

#### **Responsibilities of the Candidate:**

When a candidate for employment does not meet the established minimum qualifications, it shall be the candidate's responsibility to supply all documentation needed to evaluate equivalency. The documentation submitted by candidates who claim equivalent qualifications will provide conclusive evidence in regard to each of the following:

- The General Education required for that degree
- The major course work required for that degree.

**Responsibilities of the Academic Senate:**

The Academic Senate shall be responsible for the maintenance of the Equivalency Committee. The committee shall be composed of three faculty subject matter experts and one voting instructional administrator appointed by the District President, or his or her designee. The Director of Human Resources shall insure that the respective committee members are familiar with the content of the “Minimum Qualifications For Faculty and Administrators in California Community Colleges” Handbook, the equivalency process, and the equivalency petition.

**Time Line**

When the Senate creates an equivalency committee, that committee shall report its findings by the next regular meeting of the Senate. When the equivalency committee recommends against an equivalency determination, the committee shall attach findings specifying the shortcomings of the applicant’s qualifications and shall recommend actions for the applicant to rectify any identified deficiencies.

The following guidelines on equivalency shall apply to both full-time and part-time teaching positions.

**For Disciplines Requiring the Master’s degree**

The minimum qualifications for hire as a community college faculty member teaching any credit course shall be satisfied by meeting any one of the following requirements:

- Possession of Master’s degree or equivalent foreign degree in a discipline reasonably related to the faculty member’s assignment AND possession of a bachelor’s degree or equivalent foreign degree, in the discipline of the faculty member’s assignment. Equivalency to the Bachelor’s degree may be obtained through the language cited above.
- Equivalence to a Bachelor’s degree: 9 lower division semester units and 27 upper division semester units in the discipline, or in a discipline reasonably related to the faculty member’s assignment. Reasonably related will be determined by using transcribed units or other relevant supporting documentation.
- Possession of a Bachelor’s degree or equivalent foreign degree, in the discipline of the assignment, PLUS 20 semester units of graduate course work in the discipline of the assignment and one year of professional experience related to the discipline of the assignment or one year of teaching experience in the discipline of the assignment.
- Possession of a Bachelor’s degree, or equivalent foreign degree, in the discipline of the assignment, PLUS at least 15 semester units of graduate course work in the discipline of the assignment and two years of professional experience related to the discipline of the assignment or two years of teaching experience in the discipline of the assignment.

Teaching experience obtained without legal authorization, or teaching experience which is the result of improper circumstance, cannot be applied toward equivalency.

### **For the Faculty Assigned to Teach a Course Where the Master's Degree is not Generally Expected or Available**

(Which are generally disciplines in specialized technical, trade, or industrial fields) the minimum qualifications for hire as a community college faculty member shall be satisfied by meeting any one of the following requirements:

- Possession of a Bachelor's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment, PLUS two years of professional experience related to the discipline of the assignment, PLUS appropriate certification to practice or licensure or its equivalent, if available.
- Possession of an Associate's degree or equivalent course work in a discipline reasonably related to the faculty member's assignment, PLUS six years of professional experience related to the discipline of the assignment, PLUS appropriate certification to practice or licensure or its equivalent, if available.
- Completion of 18 semester units of general education which meet the Barstow College General Education Requirement in each of the first five categories (A-E) PLUS eight years of professional experience related to the discipline of the assignment, PLUS appropriate certification to practice or licensure or its equivalent, if available.

All unit requirements represent semester units. All degrees and course work to be applied to equivalency must be from an accredited institution.

### **Eminence Provision**

The candidate should be judged superior by recognized authorities in the subject field outside of his/her geographical region, and the candidate's experiences and activities should clearly go beyond those that are usual.

### **Emergency Equivalency Procedures**

Occasionally, when applicants are being hired from the part-time pool, there will be a need to grant an emergency equivalency. The emergency equivalency must be approved by the appropriate Instructional Vice President and the Senate President. The equivalency, if granted, will not exceed the term of immediate employment. To teach another course, the applicant must apply for and be granted equivalency via the normal equivalency process.

### **Appeal of Equivalency Procedure**

Appeals of the equivalency committee's decision will be reviewed by the Academic Senate in a timely manner upon receipt of a written request and additional documentation.

### **Librarian**

Possession of a Master's degree or any degree beyond the Master's or equivalent foreign degree in the discipline of the faculty member's assignment.

Possession of a Master's degree or any degree beyond the Master's in a related discipline provided that the degree program includes at least 15 units in library science.

**Counselor**

BA in either Psychology, Sociology or Social Work and a Master's Degree in any major and 30 units beyond the BA in Psychology, Counseling, Educational Psychology, Social Work or Sociology. The 30 units may be part of the Master's Degree, but must be appropriate to the counseling field.