



## BARSTOW COMMUNITY COLLEGE DISTRICT EQUIVALENCY FORM

**INSTRUCTIONS:** If you do not meet the minimum qualifications as stated on the Job Announcement, you must complete this form to claim the equivalent to the minimum qualifications in the discipline. It is the applicant's responsibility to provide a complete application. Incomplete applications will not be considered. In order to fairly evaluate your application, please be detailed and thorough in your documentation.

In addition to this application, please provide a complete resume (or CV) and all transcripts. Please also provide a one-to-one comparison between courses that you have completed and courses that satisfy the degree requirements of a specific university that offers an accredited degree program as listed in the minimum qualifications (if applicable).

**Please Note:** The granting of equivalency determines ability to teach or work in a discipline and does not guarantee an assignment.

**Name of Applicant:** \_\_\_\_\_

**Date Applied:** \_\_\_\_\_

**Equivalency sought for in the following discipline:** \_\_\_\_\_

(a separate form must be submitted for each discipline)

**A. Equivalency for disciplines requiring a master's degree or the equivalent foreign degree:**

1.  Possession of Master's degree or equivalent foreign degree in a discipline reasonably related to the faculty member's assignment. "Reasonably related field" will be determined by the Equivalency Committee.
2.  Possession of a Master's degree and a Bachelor's degree or equivalent foreign degree, in the discipline of the assignment, or a discipline reasonably related PLUS 15 semester units (22.5 quarter units) of graduate course work in the discipline of the assignment and one year of sufficient professional experience related to the discipline of the assignment (or reasonably related field including graduate research.)

**B. Equivalency for disciplines not requiring a master's degree or the equivalent foreign degree:**

1.  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.
2.  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.
3.  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.
4.  Completion of 18 semester units of general education which meet the Barstow College General Education Requirements in each of the first five categories (A-E), or demonstration of basic knowledge in the five categories, 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.

5.  Fulfillment of equivalency by the standards that are set forth in the CTE Toolkit. Examples of meeting the standards may be an employer statement of experience or performance, external certifications, or licensing, published papers or work products, industry recognized credentials, or exam scores.

**Professional/ Occupational Experience:**

List all professional/occupational and relevant experience in the discipline to be considered in the determination of the equivalency, or include on resume/CV.

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**Accomplishments:**

List all relevant accomplishments to be considered in the determination of the equivalency (e.g., research publications, professional performances/exhibitions, honors or awards), or include on resume/CV.

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**Certifications / Licensures:**

List all relevant training, certification or licensure in the discipline to be used in the determination of the equivalency, or include on resume/CV. Attach supporting documentation if appropriate.

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**Please note:**

1. Equivalency to the Bachelor's degree may be obtained as indicated: 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.
2. Teaching experience obtained without legal authorization, or teaching experience which is the result of improper circumstance, cannot be applied toward equivalency.
3. All unit requirements represent semester units. All degrees and course work to be applied to equivalency must be from an accredited institution.

- C. 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.

**Evidence** \_\_\_\_\_  
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**EQUIVALENCY COMMITTEE:**

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**Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Instructional Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved**

**Not Approved**

**Reason for Approval/Non-Approval**

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**Academic Senate President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved**

**Not Approved**

**Reason for Approval/Non-Approval**

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**Vice President of Academic Affairs** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved**

**Not Approved**

**Reason for Approval/Non-Approval:**

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**Board approved:** \_\_\_\_\_