



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 - Human Resources

AP 7211 – EQUIVALENCY DETERMINATION PROCEDURE

Reference:

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

Procedures for Determination of Equivalency

These procedures describe the process for verification of equivalency by the Equivalency Subcommittee of the Screening Committee, the Academic Senate Equivalency Committee, and the District Equivalency Committee. The same equivalency process will be followed for both contract and adjunct faculty positions.

The Minimum Qualifications for Faculty and Administrators in California Community Colleges lists those disciplines taught in the California Community College System and the minimum qualifications related to each discipline. The Board of Governors of the California Community Colleges relies primarily on the advice of the Academic Senate for the California Community Colleges (ASCCC) in revising the disciplines list. All faculty position announcements shall state the required minimum qualifications as specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges (*also known as the Minimum Qualifications Handbook*). All faculty position announcements will reference the District equivalency procedure, as will the active link to this procedure on the District Human Resources' web site, which will highlight the requirement that a request for equivalency (including documentation) must be made at the time of applying for a position.

A candidate who has completed all the appropriate course work for a particular degree but does not possess the specific degree named in the Minimum Qualifications Handbook may possess equivalent qualifications. Such a candidate who is otherwise well-qualified may be able to demonstrate through publications or other substantial achievements that he or she has qualifications equivalent to those specified in the Minimum Qualifications Handbook. An applicant who requests a review for equivalency must provide conclusive evidence that he or she has qualifications that are equivalent to the required minimum qualifications.

Screening for Minimum Qualifications

Only those candidates who have requested equivalency at the time of application will have their application reviewed for equivalency.

It is the responsibility of Employment Services within the District HR Department to screen each application to verify that the minimum qualifications, as stated in the Minimum Qualifications Handbook, for a position are met. If a candidate for a faculty position does not meet, or believes he or she may not meet, the published minimum qualifications for the position, he or she may request a determination of equivalency to the minimum qualifications from the Academic Senate of the college to which they are applying. The determination of equivalency and recommendation to the governing board is exclusively reserved for each college's Academic Senate via the processes outlined in this procedure.

Equivalency Subcommittee of the Screening Committee

Employment Services in the District HR Department will initially screen to verify that all applicants for contract and adjunct positions possess minimum qualifications. If Employment Services has determined that an applicant does not meet minimum qualifications and if that applicant has requested a review for equivalency at the time of application, then the applicant's request for equivalency will be forwarded to and reviewed by the Equivalency Subcommittee of the Screening Committee. Once the committee determines that the applicant meets equivalency, the application shall be included in the balance of the selection process.

The members of the screening committee who are faculty members in the discipline may review requests for equivalency only if there are two or more discipline members on the screening committee. If there are not at least two full-time members of the discipline in question on the screening committee, the screening committee may call on full-time or part-time discipline faculty within the college to help in this task. These discipline faculty members shall constitute the Equivalency Subcommittee of the Screening Committee.

The Equivalency Subcommittee of the Screening Committee shall send its recommendations concerning equivalency to their college's Academic Senate Equivalency Committee (ASEC) using the approved Equivalency Evaluation Form (attached).

Once an applicant has been deemed by the ASEC of any college in the District to meet minimum qualifications in a discipline via this equivalency process, the equivalency will apply district-wide. No department is under any obligation to hire someone based solely upon their having been granted an equivalency.

The Academic Senate Equivalency Committee (ASEC)

The Academic Senate Equivalency Committee (ASEC) shall be composed of three faculty appointed by the Academic Senate who are outside the discipline for which the applicant is being considered. A member of the Equivalency Subcommittee of the Screening Committee may attend as needed for clarification.

The ASEC shall be established to fulfill the requirement of Education Code 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 ASEC shall:

1. Be available to Screening Committees as a resource regarding

equivalency determinations, to further clarify criteria as needed.

2. Review the recommendations of the Equivalency Subcommittees of the Screening Committees asking the following questions:
 - a. Was the decision made in accord with this procedure?
 - b. Specifically, did the Equivalency Subcommittee of the Screening Committee follow the criteria for evidence of equivalency stated in this procedure?
 - c. Are the Equivalency Subcommittee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

Should the ASEC be unable to come to an agreement, the matter will be forwarded to the District Equivalency Committee (DEC, see description, following). The decision of the DEC shall prevail, in accordance with Ed. Code Section 87359. If the ASEC recommends a candidate for equivalency, they will forward their recommendation to the Board of Trustees.

The final decision to grant equivalency lies with the Board of Trustees (Education Code 87359), which must rely primarily on the input from the discipline specialists (AB 1725).

The District Equivalency Committee (DEC)

The four college Academic Senate Presidents or their designees shall constitute the District Equivalency Committee. The DEC fulfills 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 DEC shall:

1. Be available to Academic Senate Equivalency Committees as a resource regarding equivalency determinations, to further clarify criteria as needed.
2. Review those equivalencies issues that cannot be resolved at the campus level. Representatives from the relevant Equivalency Subcommittee of the Screening Committee and Academic Senate Equivalency Committee can attend meetings of the DEC as a resource.
3. Recommend all equivalency determinations to the Board of Trustees.
4. Ensure that careful records are kept of all equivalency determinations.
5. Review the Equivalency procedures and recommend necessary changes to the Academic Senate and Board of Trustees.

Criteria for Determining Equivalency

The following criteria are to be used by the Equivalency Subcommittee of the Screening Committee, the Academic Senate Equivalency Committee, and the District Equivalency Committee when reviewing requests for equivalency and when making recommendations to the Board of Trustees regarding equivalency to minimum qualifications for faculty positions.

An applicant requesting equivalency must provide conclusive evidence in regard to the following:

1. For establishing the equivalent of a required degree, possession of the equivalent in level of achievement and breadth, depth of understanding, and rigor for each of the following as separate and distinct criteria. This standard applies whether the relevant degree is a master's degree in a specific discipline, as on the master's degree list of minimum qualifications, or "any associate degree" or "any bachelor's degree" required by the non-master's list of minimum qualifications:
 - a. The General Education required for that degree; and
 - b. Course work required for the degree major.

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

Conclusive evidence for establishing equivalence to a specific master's degree, or to any bachelor's or associate's degree might include, but would not be limited to:

One hundred and twenty (120) semester units, including a core of General Education courses that would be recognized by an accredited bachelor's degree granting institution, PLUS two years of full time or equivalent work experience in the discipline of assignment, or

- A. Sixty semester units, including a core of General Education courses that would be recognized by an accredited associate degree granting institution, PLUS six years of full time or equivalent work experience in the discipline of assignment, or
- B. Recognized licensure or certification in the discipline of assignment PLUS six years of full time or equivalent work experience in the discipline of assignment, or
- C. Verifiable eminence in the discipline of assignment, defined as superior knowledge and skill in a discipline in which this district offers instruction. The superior knowledge and skill is determined in comparison with the generally accepted standard of achievement, measured by recognized authorities, as identified by faculty in the discipline.

Note: When someone is granted equivalency, it is within an entire discipline, as opposed to a single course; therefore someone who is granted equivalency through eminence should demonstrate that eminence in the discipline as a whole.

2. For the equivalent of required professional 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 the other courses in the discipline; and
 - b. Extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence shall be:

1. A transcript showing that the applicant successfully completed appropriate and relevant 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, and his or her general education;
3. Other work products that show the applicant's command of the major or occupation in question; and
4. Professional or occupational experience verification.

Education Code Section §53410 c stipulates that the years of experience must be "professional experience directly related to the faculty member's assignment." Section §53404 clarifies that in this context, "professional experience" includes teaching experience."

Adjunct Faculty Equivalencies:

Title 5 regulations do not allow for a different standard of equivalency for adjunct instructors. The equivalency determination process for adjunct faculty is consistent with that required to determine equivalence for contract faculty. In the case where a candidate for an adjunct faculty position is requesting equivalency, the Department Chair and at least two other faculty members from the discipline shall constitute the Equivalency Subcommittee of the Screening Committee.

The Equivalency Request Form for applicants, as it appears on the Employment Services Web Site, is attached.

Emergency or Special Circumstances Procedures for Granting Equivalency to Minimum Qualifications:

For purposes of this procedure, an emergency or special circumstance is defined as a rarely occurring situation in which an equivalency determination must be made exceptionally quickly. In these cases, the equivalency process shall be accelerated. Such situations may include, but are not limited to the following:

1. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
3. An unforeseen opportunity, occurring 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, short courses, etc.).

If, in such an emergency situation, an applicant for an adjunct position is also seeking a review for equivalency, then the role of the equivalency subcommittee of the screening committee shall

be fulfilled by an ad hoc equivalency committee comprised of at least two discipline faculty. This ad hoc equivalency committee shall determine the equivalency status and make a recommendation to the ASEC using the approved process and form, as described above.

The ASEC will review the recommendation within 2 working days and either accept or reject it. If the candidate is acceptable, the President or designee will review the case for approval on behalf of the Board of Trustees. If approved, the department is free to extend the job offer; if it is not approved, the department may request a review by the DEC.

Approved: May 19, 2010

New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT
HR EMPLOYMENT SERVICES OFFICE

APPLICATION FOR EQUIVALENCY DETERMINATION

FOR THE POSITION OF: _____

NAME OF APPLICANT: _____

INSTRUCTIONS: THE INFORMATION REQUESTED BELOW IS REQUIRED OF ALL CANDIDATES NOT HOLDING THE STATED MINIMUM QUALIFICATIONS, WHO SEEK CONSIDERATION ON THE BASIS OF EQUIVALENCY. CANDIDATES WHO APPLY ON THE BASIS OF EQUIVALENCY SHALL SUBMIT THIS SUPPLEMENT, AS WELL AS ALL OTHER MATERIALS SPECIFIED UNDER "APPLICATION PROCEDURE" ON THE VACANCY ANNOUNCEMENT. REFERENCES TO RÉSUMÉS AND MATERIAL OTHER THAN ADDITIONAL SHEETS REQUIRED TO COMPLETE THIS FORM WILL NOT BE ACCEPTABLE.

1. List all academic preparation that should be considered to determine equivalency. Please use a table format and indicate the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Electronic transcripts and copies of course descriptions should also be attached.
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.
5. List relevant memberships and/or organizational activities that should be considered to determine equivalency.
6. List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.
7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT.

Signature _____ Date _____



SAN DIEGO COMMUNITY COLLEGE DISTRICT

EQUIVALENCY EVALUATION FORM

On this date, _____, the _____ Equivalency Committee evaluated the application of: _____, for a faculty assignment in the following discipline: _____ at _____ (Site).

The applicant has declared that s/he has an equivalency to the minimum qualifications (MQ's) for this discipline. The Equivalency Committee determined that the applicant has established an equivalency to the minimum qualifications for this discipline based on the following evidence:

Type of evidence presented (check all that apply and provide documentation):

- Transcripts
- Certification(s)
- Publications
- Professional experience
- Other _____ (please describe)

If conclusive evidence is based upon appropriate coursework, please list the specific courses that apply to this equivalency:

Course #	Course Title

Course #	Course Title

Equivalency Committee Members:

Faculty (subject matter experts):

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)