

MINIMUM QUALIFICATION EQUIVALENCY POLICY

1. All applicants for teaching positions will be requested to submit a Supplemental Application form if their qualifications are based upon having the equivalent of the required minimum qualification.
2. No applicant will be considered for interview if he/she does not meet the minimum qualifications and has not submitted a Supplemental Application form.
3. Equivalency will only be determined for those applicants who do not meet the minimum qualifications or do not hold a valid community college credential and are to be interviewed by the Screening Committee.
4. The Supplemental Application form will be screened by a college-wide Equivalency Committee.
5. The Equivalency Committee will consist of two members appointed by the Academic Senate, two members appointed by Administration, and one faculty member from the Discipline Screening Committee of the applicant.
6. Individuals considered for part-time employment by a Division Dean will have their qualifications referred to the Equivalency Committee if the applicant does not meet the minimum qualification. The faculty member from the Discipline Screening Committee shall be replaced by one appointment by the Division Dean from the discipline/division of assignment.
7. It will require the affirmative vote of four members of the Equivalency Committee to attest that the candidate has the equivalent of the minimum qualification.
8. In the event that timelines preclude a meeting of the Equivalency Committee, the Superintendent/President may recommend the granting of equivalency for the employment of a part-time instructor. Equivalency approved by the Governing Board based on the recommendation of the Superintendent/President without the concurrence of the Equivalency Committee shall be valid for one semester only. When the Superintendent/President recommends an equivalency to the Governing Board, he shall at the same time notify the Equivalency Committee of his recommendation. On notice of the recommendation, the Equivalency Committee shall convene to review the qualifications of the part-time instructor for whom Equivalency has been recommended.

9. In determining equivalency, the committee shall use the following criteria:

a. Degrees and Education

(1) For minimum qualification which require an M.A. degree, the applicant will have to have had coursework which is characteristic of the diversity, breadth and General Education required of M.A. holder.

(2) For minimum qualification which require an A.A. or B.A. degree, the applicant will have to have had coursework which is characteristic of the diversity, breadth and General Education of the A.A. or B.A. degree.

b. Other Training and Experience

Experiences and training listed below may be considered in lieu of a portion of the education requirements listed under (a) above. None of the following, however, may be used as the sole criteria for granting equivalency unless an exception is made by an unanimous vote of the Equivalency Committee.

- (1) Related work experience
- (2) Related teaching experience
- (3) Non-degree oriented training
- (4) Recognized or documented achievement in the subject area

c. Governing Board Action

Governing Board action prior to July 1, 1990 granting approval to teach in a discipline will be considered an equivalency.

10. All equivalency recommendations of the Committee require approval of the Governing Board.