



Administrative Procedure 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.

Effective with the adoption of this administrative procedure, single course equivalencies will be handled in accordance with Title 5 of the California Code of Regulations.

Equivalencies

Equivalency Committee – An Academic Senate Equivalency Committee shall be established at each college 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 Chief Instructional Officer (CIO) or designee.
- 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.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the

Administrative Procedure 7211
Faculty Service Areas,
Minimum Qualifications and Equivalencies

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.

The Office of Human Resources will first screen all applicants for minimum qualifications. Once applicants have been screened for minimum qualifications, those claiming equivalency will have their claims examined by the Academic Senate Equivalency Committee. Only applicants who are determined to meet equivalency shall be entered into the pool of eligible applicants.

The Academic Senate Equivalency Committee shall send its decisions concerning equivalency and non-equivalency to the CIO. The CIO will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

After review by the CIO, the Academic Senate Equivalency Committee's recommendations will be forwarded to the Office of Human Resources. The Academic Senate Equivalency Committee shall employ the following procedures when establishing equivalency:

- In case a candidate to be considered for a position is also an equivalency claimant, the screening committee shall determine the equivalency status within ten (10) business days of receiving the equivalency request. This recommendation shall be forwarded to the CIO or designee.
- The CIO or designee will review the recommendation and either accept or reject it within ten (10) business days of receiving the recommendation. If the candidate is acceptable, the Office of Human Resources will place the applicant in the applicant pool. If the CIO's decision differs from the recommendation of the Equivalency Committee, the CIO shall communicate the decision in writing to the Equivalency Committee and will meet with the Committee to present the reasons for not accepting the Committee's recommendation.

**Administrative Procedure 7211
Faculty Service Areas,
Minimum Qualifications and Equivalencies**

- Upon receiving approval of equivalency from either Academic Senate, the applicant is eligible to teach at any facility within the District. If the applicant is denied equivalency by either Academic Senate, the applicant is ineligible to teach at any facility within the District until the applicant has met the minimum qualifications or has established equivalency.

In the event that the Academic Senate Equivalency Committee does not or cannot meet within ten (10) business days of receiving the materials from the Office of Human Resources (as in the summer or other times when full-time faculty are not on duty), the following emergency procedure will be followed:

- The emergency committee will consist of a representative of the Academic Senate, the area administrator, and the CIO or designee.
- The CIO or designee shall contact the Academic Senate representative and convene a meeting of the emergency committee.
- The emergency committee can grant temporary, one semester equivalency. The candidate receiving temporary equivalency must submit a request for equivalency via the established equivalency procedures prior to teaching for a second semester.
- If the emergency committee cannot convene within five (5) business days of receiving the material from the Office of Human Resources, the CIO may grant temporary one semester equivalency.
- The CIO shall notify the Academic Senate President in writing no later than five (5) business days after a faculty member is placed in the classroom.
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. 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.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree according to the minimum qualifications established by the System Office.

Candidates seeking employment as part time faculty who do not possess the minimum qualifications specified on the Disciplines List, or possess the appropriate credential, or have not received equivalency, may be employed as an intern faculty member pursuant to the conditions outlined in section 53500, California Code of Regulations and section 87487 of the California Education Code.

Board of Trustees approved: 11/18/08