

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

### Request for Equivalencies to Minimum Qualifications

The Local Governing Board is authorized to employ those who meet the minimum qualifications through equivalency.

The Local Governing Board will rely primarily upon the advice and judgment of the Academic Senate(s) to determine equivalencies to minimum qualifications through a defined process between the local Academic Senate(s) and the District.

A candidate for a faculty position cannot be hired if his/her qualifications are not equivalent to the minimum qualifications, as stated in the discipline's list, set by the State Chancellor's Office of the California Community Colleges in consultation with the Statewide Academic Senate. If a candidate believes that s/he meets the qualifications through equivalency, it is the responsibility of the candidate to indicate the basis for the equivalency and to provide conclusive evidence for the equivalency through official transcripts from an accredited institution consistent with Title 5 Regulations, publications, other work products, documentation of relevant work experience, or demonstration of mastery of a required skills as appropriate.

Prior to considering an individual candidate for an equivalency, the Department must first consider the specific equivalency criteria for the discipline (*Form I*). The discipline equivalency criteria must be reviewed and approved prior to the consideration of an individual requesting an equivalency. The qualifications of an individual candidate will be reviewed and documented (*Form II*) to determine if the candidate has met the minimum qualifications through equivalency already established by the Department in Form I.

#### **Please note:**

The equivalency in academic disciplines that have a minimum qualification of a Master's Degree or other required degrees and/or coursework should include equivalent academic preparation. Work experience, publications, or mastery of skill can not substitute for required academic coursework in these academic disciplines unless conclusive evidence is provided that delineates the components of the Master's Degree or any other required degree and that demonstrates how the work experience, publications, or mastery of skill satisfy each requirement of that degree.

In addition, a department cannot create an equivalency for a specific course within a discipline. The equivalency must be based upon the entire discipline and cannot be course specific.

Also, discipline equivalencies apply across the District and are not college specific. It is expected that a department will consult with the corresponding department at the sister college and include the department chair at the sister college in this process.

If a department wants to alter its approved equivalencies (*Form I*), the department must reconsider and file a new "Request for Equivalencies to Minimum Qualifications" (*Form I*). This will invalidate the prior Form I that was previously submitted by the Department and the new Form I will become the approved guideline for future considerations.

## **Instructions for Form II:**

To assist the Academic Senate (s) and the local Governing Board in making valid decisions regarding the employment of an individual who meets the minimum qualifications through equivalency:

A. The Department convenes an Equivalency Committee.

1. The Equivalency Committee will be selected by the Department, in conjunction with the academic senate, and will include the following:
  - Academic Senate Representative appointed by the senate president
  - Department Chair or designee
  - Three faculty from the department, faculty service area, discipline, or division. If there is a corresponding program at the sister college, discipline faculty from both colleges must be invited to participate.

### **Please note:**

- Equivalencies are district-wide and not college-specific. An instructor granted an equivalency within a discipline meets the requirement to teach any course within that discipline at either college.
  - That instructor is eligible for a full-time tenure track position within that discipline at either college.
  - A full-time faculty member who is granted an equivalency gains seniority in that discipline dating back to their original hiring date.
2. The Equivalency Committee may request an administrator to serve as a nonvoting resource person to the committee.

B. The Equivalency Committee will consider each applicant by completing Form II as follows:

1. Indicate name of applicant who is being considered for an equivalency.
2. Indicate the discipline under consideration for equivalency.
3. The Equivalency Committee will review current Form I on file with HR and document evidence of equivalency in Items A through F on Form II, as appropriate. Include a copy of current Form I with equivalency request.
4. Obtain the signature of the Department Chair or designee. A signature indicates support for the equivalency and agreement that the individual meets the requirements listed on Form I for the discipline.

5. Obtain the signatures of the faculty from the Department, FSA Discipline or Division. A signature indicates support for the equivalency and agreement that the individual meets the requirements listed on Form I for the discipline.
6. Obtain the signature of the appropriate Dean/Supervisor. This signature indicates that the dean has been informed of the department's support of the equivalency request and the dean's receipt of the request.
7. Attach both Form I and transcripts or other appropriate supporting documents to Form II. This entire equivalency packet will then be forwarded to the Academic Senate President for review and approval.
8. If denied by the Academic Senate President, the request will be returned to the Department listing reasons for denial.
9. If approved by the Academic Senate President, the equivalency request will be forwarded to the College President or designee for review and then forwarded to Human Resources. If the equivalency is done for a full-time screening committee, the equivalency packet is returned to the screening committee once approved by the senate president.

**Please note:**

Equivalencies for disciplines that have a required Master's Degree or another required degree and/or coursework as a minimum qualification should include equivalent academic coursework. Work experience, publications, mastery of skill, etc. cannot substitute for equivalent academic preparation unless conclusive evidence is provided that delineates the components of the Master's Degree or any other required degree and that demonstrates how the work experience, publications, or mastery of skill satisfy each requirement of that degree.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Request for evaluation of Applicants who meet Minimum Qualifications through Equivalencies for Hiring/FSA Determination

**FORM II**

When a Department Equivalency Committee is reviewing applications, the following criteria will be used to determine if an individual meets the minimum qualifications through equivalencies.

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

**Discipline:** \_\_\_\_\_

Candidates meeting the requirements through the equivalency process must provide conclusive evidence of equivalency using one or more of the following as appropriate below:

A. \_\_\_ Transcripts showing that the appropriate courses were successfully completed at an accredited college consistent with Title V Regulations or comparable foreign institution. **\*(Indicate college source and attach transcripts)**

*\*Required for disciplines that have a Master's Degree or another required degree and/or coursework as a minimum qualification.*

B. \_\_\_ Publications that show a command of the major in question, the general education of the candidate, or his/her writing skills.

C. \_\_\_ Other work products that show a command of the discipline in question, the general education of the candidate or his/her writing skills.

D. \_\_\_ Demonstration of Mastery of the required skill.

E. \_\_\_ Work Experience

F. \_\_\_ Other

**Please note:** The equivalency in disciplines that have a minimum qualification of a Master's degree or another required degree and/or coursework **must include equivalent academic preparation.** Work experience, publications or mastery of skill can **not** substitute for academic coursework in these academic disciplines.

**REQUIRED SIGNATURES**

Department Chair or designee: \_\_\_\_\_

A signature indicates support for the equivalency and agreement that the individual meets the requirements listed on Form I for the discipline.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Three faculty from the Department, FSA, Discipline or Division:**

A signature indicates support for the equivalency and agreement that the individual meets the requirements listed on Form I for the discipline.

1) Faculty's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2) Faculty's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3) Faculty's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Senate/Representative: \_\_\_\_\_

A signature indicates support for the equivalency and agreement that the individual meets the requirements listed on Form I for the discipline.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Dean/Supervisor: \_\_\_\_\_

Signature indicates receipt of equivalency request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAC/SCC Academic Senate President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Approved  Denied

**Reason for Denial:**

College President or Designee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If not approved at any level, the form will be returned to the appropriate Department Equivalency Committee.