

FACULTY

Appendix B

Equivalency Policy and Process  
for Faculty Applicants

## **EQUIVALENCY POLICY AND PROCESS FOR FACULTY APPLICANTS**

### **A. PHILOSOPHY**

It is the policy of the Contra Costa Community College District that faculty hiring procedures and guidelines be established to provide for college faculty of highly qualified people who are expert in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to, and themselves represent, the racial and cultural diversity of the adult population of the state of California.

The Governing Board, represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Faculty Senates Coordinating Council, has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process which is to ensure the quality of its faculty peers.

One part of the process needed to fulfill these responsibilities is a procedure for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Disciplines Lists, nonetheless does possess qualifications that are at least equivalent.

Faculty believe that the expertise to determine equivalencies lies in the departments/sub-areas. In order to achieve consistency throughout the colleges and District, each college will devise an appropriate mechanism to insure fairness in the equivalency process. All faculty involved in the hiring and equivalency process must be properly trained in the use of the Districtwide guidelines developed for the Equivalency Process.

### **B. CRITERIA**

It is expected that candidates will meet the minimum qualifications requirement through the equivalency process infrequently. Candidates will be deemed to possess equivalent qualifications if they have evidence of the expertise associated with a particular degree but do not possess the specific degree named in the Disciplines Lists. Very rarely, a candidate who is obviously highly qualified, who indeed may be the best qualified of all the candidates, will be able to demonstrate through publications or other achievements that she/he has qualifications equivalent to those specified in the Disciplines List. It will be the responsibility of the candidate who claims equivalent qualifications to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that she/he has qualifications that are at least equivalent to what is required by the minimum qualifications. It is important to note that the equivalency process is intended to neither raise standards nor lower them from the minimum qualifications established for the position.

### **C. REQUIREMENTS FOR DISCIPLINES REQUIRING THE MASTER'S**

For establishing the equivalent of the master's degree, possession of at least the equivalent in the level of achievement, breadth, depth, and rigor of understanding is required.

The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to I. AND II below:

I. General Education Requirements BA/BS degree

II. Major Requirements for Disciplines Requiring the Master's

The equivalency process will recognize primary and related discipline areas, i.e., before and after the first "OR," as identified on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

A. To be deemed equivalent, using a primary discipline area, i.e., those before the first "OR" on the list of discipline areas, the applicant must possess:

1. A Bachelor's degree from an accredited institution in any discipline or discipline area identified on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

PLUS

2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) from an accredited institution in one or more of the primary discipline areas included in the discipline for which the applicant is applying for equivalency;

OR

3. Some combination of additional course work or documented study, in the discipline, primary or a related discipline areas included in the discipline for which the applicant is applying for equivalency, and verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a master's degree in one of the primary disciplines in achievement, breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some course work.

B. To be deemed equivalent, using a related discipline area, i.e., those after the first "OR" on the list of discipline areas, the applicant must possess:

1. A Bachelor's degree from an accredited institution in any of the primary discipline areas included in the discipline for which the applicant is applying for equivalency listed on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

PLUS

2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) in one of the primary or related discipline areas included in the discipline for which the applicant is applying for equivalency, including subsequent revisions, from an accredited institution.

OR

3. Some combination of additional course work or documented study, in the discipline, primary or a related discipline areas included in the discipline for which the applicant is applying for equivalency, and verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a master's degree in one of the related discipline areas in achievement, breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some coursework.

#### **D. REQUIREMENTS FOR DISCIPLINES NOT REQUIRING THE MASTER'S**

The minimum standards shall be the BA/BS from an accredited institution, plus two years of

documented experience in the subject matter area OR an AA/AS degree from an accredited institution plus six years of documented experience in the subject matter area.

I. For the AA/AS Degree Plus Six Years of Experience

The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to A and B below (minimum qualifications include A1 AND B1, plus some combination of A2 and B2):

A. Degree Requirements

1. GE Requirements

The general education requirements shall be those of a current AA/AS degree as adopted by any college in the District.

2. Additional Degree Requirements

Additional education to include a combination of college semester units and/or industry training in the discipline or a related discipline, equivalent to 24 semester units (each unit of credit is equal to 54 hours of training).

B. Occupational Proficiency

1. Shall have occupational proficiency in the vocational subject assigned commensurate with the grade of difficulty level of instruction. Evidence of occupational proficiency will be based upon at least two years of recent work experience, calculated either consecutively or cumulatively, which is directly related to the occupation to be taught or upon evidence of equivalent proficiency. (California State Plan for Vocational Education)

2. The equivalent of four years of documented experience that demonstrates possession of thorough and broad skill and knowledge for each of the following as separate and District 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.

PLUS

b. Extensive and diverse knowledge of the working environment of the vocation.

**E. EVIDENCE**

A candidate who does not present conclusive evidence in regard to minimum qualifications indicated above does not possess the equivalent of the experience in question.

Conclusive evidence for general education, major or experience requirements shall be one or more of the following:

1. an official transcript showing that appropriate courses were successfully completed at an accredited college\*\* or appropriate foreign institution\*\*\*;

2. publications that show a command of the major in question;

3. skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training;

4. verification of employment history.

\*\* Colleges and university degrees and credits submitted for employment, including the equivalency process, or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.

\*\*\* All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education, including all foreign degrees and credits, are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.

## **F. SELECTION PROCEDURES**

1. Department/sub-area identifies initial criteria for equivalencies, using guidelines within this policy and sample curricula from various master's or AA/AS degree programs as appropriate.

2. Department committee will determine the sequence for the review of applicant qualifications; i.e., whether to screen initially for minimum qualifications/ equivalencies or desirable qualifications and responses to supplemental questions. The desirable qualifications should not be used as a substitute for the minimum qualifications.

3. In the case where desirable qualifications are screened first—if the committee has chosen a candidate for interview who does not meet the minimum qualifications, the candidate's application and supporting materials shall be forwarded to the Equivalency Committee for review prior to any candidate receiving an interview. The names of candidates selected for a screening interview and determined to possess the equivalent of the minimum qualifications are then sent forward for the interview.

4. Contra Costa College will implement an Academic Senate Equivalency Committee to review department screening committee equivalency decisions. At Diablo Valley College, each department will form an equivalency committee consisting of department faculty and one representative from the division. Where departments and divisions are the same, the division representative should be selected from a different subject area within the division. At Los Medanos College, sub-areas will form their own equivalency committee as needed. Members will include at least one person from outside the sub-area and one person from the Academic Senate. If an equivalency committee is needed for hiring part-time faculty in the summer, faculty will be compensated at a rate on the Personnel Related Services Salary Schedule. Rate to be incorporated into separate salary schedule and adjusted subsequently.

5. Faculty applicants who are deemed to meet equivalencies for a discipline by a college equivalency committee shall be deemed to be minimally qualified for that discipline Districtwide.

6. Faculty who are hired under the equivalency process shall be qualified to teach those disciplines for which they have been minimally qualified Districtwide.

## **G. REVIEW AND REVISION**

This equivalency policy and its procedures are subject to review and revision at the request of either the Faculty Senate Coordinating Council or the Governing Board. Changes in this policy require the joint agreement of the Academic Senate and the Governing Board. Until there is joint agreement, this policy remains in effect. (Education Code 87355-87359)

#### **H. EDUCATION CODE REFERENCE**

Education Code 87359 (a) "No one may be hired to serve as a community college faculty member, instructional administrator, or student services administrator under the authority granted by the regulations unless the governing board determines that she/he possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board adopted pursuant to Section 83756. The criteria used by the governing board in making the determination shall be reflected in the governing board's actions employing the individual. (b) The process, as well as criteria and standards by which the governing board reaches its determinations, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon 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 specified in regulations adopted by the board of governors. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358(6)."

Historical Annotation: 12/19/90; 6/26/91; 1/31/07; 5/25/16