

## Equivalency Processes:

- A. Process for requesting consideration of a new hire/candidate meeting equivalency to minimum qualifications:** Do this when a person's transcripts do not exactly match the wording in the current statewide minimum qualifications for the discipline listed on the COR of the courses this person will teach.
- B. Process for creating/modifying a local equivalency statement for a discipline:** Do this when the statewide MQ for a particular discipline is insufficient for hiring qualified candidates for local courses. The local statement must not be less "strict" than the statewide statement.
- A. Request consideration of a new hire/candidate meeting equivalency to minimum qualifications:** Faculty chair of department submits the request, and then peers on the equivalency committee determine whether the request is reasonable. Equivalency approvals go directly to HR so the person can be hired.
- a. Obtain equivalency request form for the discipline.
    - i. This might include a local equivalency statement, but might only include the statewide minimum qualification statement. The Academic Senate Office (Lynette Kral) can help get the correct form, which is also available on the P: (everyone\$) drive in the Academic Senate folder
  - b. Using the form, explain clearly how the candidate's credentials align with the selected equivalency statement.
    - i. As the discipline expert, the department chair is the best person to create and present this explanation for the equivalency committee members, who will not all be experts in the discipline in question
  - c. Attach evidence of credentials (transcripts and/or work verification) to the signed equivalency request form.
    - i. Official transcripts are not required, copies are sufficient
    - ii. Note that a resume is not work verification. A document from the employer or other independent verification is necessary
  - d. Submit to the chair of the equivalency committee (ASC President)
  - e. Equivalency committee meets and considers the merits of the request.
  - f. If approved, committee members sign the request
  - g. Copy made for ASC office files and for department chair
  - h. Approved request delivered to CCC HR office, and department chair notified.
  - i. Hiring process can continue (dean?)

- B. Process for creating/modifying a local equivalency statement for a discipline:** A local equivalency statement may exceed the state Minimum Qualification requirements, but it may not be less stringent than the state requirements. A local equivalency statement may also help clarify minimum qualification language
- a. Obtain an “Equivalency Statement Blank Form”
  - b. Using the state minimum qualifications publication as a resource, compose the proposed local equivalency statement and type it into the appropriate box on the form
  - c. Obtain department chair signature
  - d. Obtain division dean signature
  - e. Submit form to equivalency committee
  - f. Equivalency committee meets and determines whether proposed local statement complies with equivalency rules
  - g. If approved, committee members sign the request
  - h. Form goes to ASC office, and new equivalency request form for the discipline is created and made accessible
  - i. Department chair notified.