

Contra Costa College Academic Senate

Transparency – Engagement – Equity – Accountability -
Community

Instructions for requesting approval of equivalency to the minimum qualifications

This process is used when an applicant's credentials do not match exactly what the State's minimum qualifications requires, but the department doing the recruitment has a reason to believe that the candidate's credentials are equivalent.

1. Download the Request for Equivalency Form
 - a. Go to contracosta.edu
 - b. Scroll down to Faculty + Staff Resources
 - c. Find the Academic Senate link and open it
 - d. Click on "Forms"
 - e. Select the Request for Equivalency form
2. Fill in the name of the candidate you want to hire and the discipline's name. The discipline is sometimes the same as the department's name, but not always. For instance, Art may need to hire an Art History specialist. The State's minimum qualifications are different for Art and Art History.
3. Complete the box labeled "Minimum Qualifications for Faculty in California Community Colleges"
 - a. From the website, open/download the "Minimum Qualifications" handbook.
 - b. Search for the discipline you are hiring for. The handbook may name the disciplines in different places, but there is a chart that has all the disciplines in the left column and the minimum qualifications on the right.
 - c. Copy the minimum qualification listed in the box and paste them on the request for equivalency you are completing.
4. If your department has a statement of equivalency on file, complete the box labeled Department Discipline Equivalency Standards.
 - a. From the Equivalency subsection of the Academic Senate site, select the Current Equivalency Statements
 - b. Find your department's equivalency. If you cannot find it here, your department has not submitted an equivalency statement for approval by the Academic Senate.
 - c. Copy your equivalency statement and paste them on the Request for Equivalency form in the box labeled "Department Discipline Equivalency Standards." You may want to save a copy of the form at this time so next time you need to request an equivalency you don't have to repeat steps 3 and 4.

5. In the box labeled “Candidate meets equivalency standards for this discipline based on the following,” enter either “District discipline equivalency standards” or “Department discipline equivalency standards.”
6. Complete the next three boxes with any of the candidate’s qualifications that you believe warrant granting an equivalency. If you are claiming that the candidate’s coursework is equivalent to that of a degree in the field that appears on the State’s minimum qualifications, you will need to provide a side-by-side comparison of the coursework required by an accredited degree in the field and the coursework the applicant has completed. This will take a bit of time to complete, so you may want to save the accredited degree requirements in your equivalency folder so you don’t have to do this every time you complete an equivalency based on coursework.
7. Your last step is for the department chair to sign and date the form and email it to the Academic Senate President, currently Gabriela Segade (gsegade@contracosta.edu). Be sure to attach transcripts and any other relevant records.

After you have submitted your request for review of equivalency

8. The Academic Senate President quickly reviews the documentation and forwards the equivalency request to the Equivalency Committee. There are currently five members in the committee, but two signatures are sufficient to approve the request. However, we usually reach consensus before signing off.
9. Once we’ve had a chance to review it and ask for any additional documentation needed, the documents are process with Adobe ID and members of the committee sign electronically.
10. Once the equivalency is approved, the signed document is emailed to District HR (currently Monica Brennan), the chair of the department that submitted the request, and the division dean.