

## **ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA**

Tuesday October 24, 2017 – 1:00-2:00, Library Room 202

### **Fall Meetings on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 1-1:50 pm**

Sept. 12 – Library Room 202

~~Sept. 26 – Library Room 154~~

Oct. 4 – Teaching and Learning Center, West Library Basement

Oct. 10 – Library Room 202

Oct. 24 – Library Room 202

Nov. 14 – DE Room / Library 166

Nov. 28 – DE Room / Library 166

Dec. 12 (tentative) – Library Room 202

### **Members:**

Darcie Descalzo (NS); Christina Gold (Chair, BSS); Vanessa Hayes (CEC); Chris Jeffries (ECCFT); Gary Medina (LLR); Karl Striepe (BSS); Lori Suekawa (CSS); Deans Rep: Linda Ternes (Math)

### **Agenda**

#### **1. Equivalency Policy and Forms**

#### **EPC Packet**

1. El Camino Policy: Equivalence to the Minimum Qualifications
2. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (CCLC Template)
3. Equivalency – Title 5 and ACCJC Standard
4. Academic Senate for California Community Colleges, “Minimum Qualifications FAQs”
5. Academic Senate for California Community Colleges, Equivalency Recommendations
6. Approval of Equivalence to Minimum Qualifications – ECC Human Resources Form

## **EL CAMINO COLLEGE POLICY EQUIVALENCE TO THE MINIMUM QUALIFICATIONS**

### **Background**

In accordance with changes in the Education Code Section 87358 in AB 1725, the El Camino College District needs to provide for a policy to determine if the qualifications of the academic staff are at least equivalent to the minimum qualifications established for El Camino College. This policy should include reasonable procedures to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate in this determination.

### **Criteria for Equivalency**

The equivalency procedure shall be applied to determine the qualification for hire of candidates who state they possess education, training and/or experience which is at least equivalent to the minimum qualifications established by the District.

The following criteria will be used to determine a candidate's eligibility for equivalency:

#### A. Formal Education Equivalent to the Degree

##### 1. Formal education equivalent to the Master's Degree:

Any Master's Degree with a minimum of 12 18 semester graduate units in the discipline.

Bachelor's Degree and a combination of 30 semester graduate units with a minimum of 12 18 semester graduate units in the discipline.

**Comment [MG1]:** The task force recommends that this be raised from 12 to 18 units to require more preparation in the discipline. 12 graduates units may only be 3 classes in some disciplines.

##### 2. Formal education equivalent to the Bachelor's Degree:

At least 120 semester units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.

##### 3. Formal education equivalent to the Associate's Degree:

At least 60 approved units, including 18 semester units of general education, as defined in either the El Camino College Catalog or the following guide published by the American Council on Education: "The Guide to the Evaluation of Educational Experience in the Armed Services".

##### 4. All Non-US/foreign degrees will been evaluated by a foreign evaluation service that is approved by El Camino Community College District

**Comment [GC2]:** We routinely do this across campus, and it should be in the procedure.

##### 5. All courses being used for equivalency that were taken through continuing education or extension must be applicable to the applicable degree listed in the minimum qualification.

**Comment [MG3]:** The task force recommends that courses taken through continuing education or extension must be applicable to a degree.

#### B. Non-Formal Education Equivalencies to the Degree

##### 1. At least five (5) years of work experience in the discipline equivalent to the degree, e.g., in computers, engineering, or journalism.

**Comment [GC4]:** Should we insert that we want the work experience to demonstrate knowledge and skills equal to the degree? Also, should we specify that we want the GEs to have been taken?

2. At least three (3) years academic experience and/or accomplishments in the discipline equivalent to the degree, e.g., teaching at the upper division or graduate level scholarly publications.
3. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

#### C. Equivalencies to Work Experience

Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

It is the candidates' responsibility at the time they submit their application to provide conclusive evidence that they possess qualifications that are at least equivalent to those required. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.

Examples of conclusive evidence are but not limited to:

1. A transcript showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution.
2. Publications that show a command of the major in question, the general education of the candidate, or writing skill.
3. Other work products that show a command of the major or occupation in question. This may include an interview of the applicant to determine qualifications in the discipline.
4. Verifiable resume, employer statement, other chronological listing or evidence of appropriate work experience.

**Comment [GC5]:** How should we treat eminence? Do we want a stipulation about meeting GEs?

**Comment [GC6]:** Do we want to be more specific? Knowledge and skills?

#### **Determination of Equivalency**

Initial determination of equivalency to minimum qualifications for hire shall be decided during the screening process by the screening committee following the procedures established jointly between personnel and the Academic Senate using the standards set forth in this policy.

If the screening committee is unable to agree or either the Director of Personnel or the President of the Academic Senate do not concur that the candidate has equivalent qualifications, the decision shall be referred to the Equivalency Committee.

### Equivalency Committee

The Council of the Academic Senate shall establish a standing ad hoc committee to make decisions on matters of equivalency to the minimum standards for hiring of instructors. The duties of the Equivalency Committee shall be to make final determination of equivalency in the event that the department screening committee is unable to come to agreement, to provide an appeals process for disagreements between screening committees and administration, to oversee the equivalency procedure as it is conducted across campus to insure that, as far as disciplines allow, the same standards are applied in each case uniformly, and finally to recommend to the Academic Senate whether or not it should support a candidate's application of equivalency to the governing board in the event of hire.

The Equivalency Committee shall consist of:

1. President of the Academic Senate
2. Vice-President of Educational Policy, or when not available, a member of the Council of the Academic Senate as appointed by the President.
3. Two faculty representatives of the discipline from the screening committee
4. Vice President of Academic Affairs or designee
5. Director of Personnel, or designee.

The President of the Academic Senate will chair the committee and will have the responsibility of submitting a letter in support of granting or denying equivalency to a candidate to the governing board as provided for in Section 87359 of the Ed Code.

### Equivalency Procedures for Full-time Faculty Seeking Additional Disciplines and/or Faculty Service Areas (FSA)

In the event that an existing faculty member wishes to assert equivalency in another discipline or faculty service area, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request to Personnel.

On receipt of the application, the Director of Personnel will contact the President of the Academic Senate. Together as co-chairs of the Equivalency Committee, they will convene a committee of 3 faculty from the discipline (if not possible, then a related discipline) to review the material submitted by the applicant and decide whether or not the equivalency should be granted. If the faculty of the discipline (or related discipline) decide the equivalency should be granted, the appropriate forms will be completed and Board approval sought.

If the faculty of the discipline (or related discipline) cannot reach consensus or either of

the co- chairs of the Equivalency committee do not concur, the Equivalency Committee will be convened to determine whether or not equivalency should be granted. If it is determined that

equivalency should be granted, the appropriate forms will be completed and Board approval sought. After the Board approves the equivalency, the faculty member will be notified.

If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the chairs of the Equivalency Committee. The letter should also notify the faculty member of his/her right to file a grievance in accordance with AFT contract Article VI Section 3(g).

Further

1. All deliberations of the departmental screening committee and/or the Equivalency Committee and all records involved in the proceedings shall be confidential.
2. Appeals of the decision of the Equivalency Committee by either the department or administration shall be made to a closed session of the Cabinet and the Executive Committee of the Academic Senate.
3. The determination that a candidate has the equivalent to the minimum qualifications by the screening committee of the Equivalency Committee shall not be considered as part of the interview/hiring process. Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for a given position.
4. If an applicant is selected on the basis of equivalency, justification shall be sent on the appropriate form to the Equivalency Committee, the Personnel Office, and the Office of the Vice President of Academic Affairs. This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for other hires however the Equivalency Committee will require consistency of application within a discipline.

### **Review and Revision**

This equivalency policy and its procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees although its effectiveness should be reviewed at a minimum of every three years. Changes in this policy require the joint agreement of the academic senate and the Board. Until there is joint agreement, this policy will remain in effect.

# **AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies**

## **References:**

Education Code Sections 87001, 87003, and 87743.2;  
Title 5 Sections 53400 et seq.;  
ACCJC Accreditation Standard III.A.2-4

**NOTE:** *This procedure is **legally required**. Local practice may be inserted. The following is provided as an illustrative example only. The equivalency examples are provided in some detail, but in any event must be developed and jointly agreed upon by representatives of the District and the academic senate.*

## **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.

## **Equivalencies**

Equivalency Committee – An academic senate equivalency committee shall be established 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 Governing Board.
- 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 and Governing Board.
- 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 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 **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the academic senate equivalency committee before candidates are notified of interviews. The equivalency committee 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?

The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.
- **[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend

- the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.
- 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:
  - 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.
  - Additional sections of a class added shortly before the beginning of a session or after the session begins.
  - 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.

- Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note; all semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above Sections (#1 - #3), and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the academic senate equivalency committee chair as deemed "equivalent" for that discipline.

**Revised 4/15**

**EQUIVALENCY**  
**TITLE 5 AND ACCREDITATION**

**Title 5 § 53430. Equivalencies.**

- (a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
- (b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, 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 faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.
- (c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing 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 Education Code Section 87358.
- (d) Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

Note: Authority cited: Sections 66700, 70901 and 87359, Education Code. Reference: Section 87359, Education Code.

**§ 53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.**

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- (a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- (b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- (c) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:
- (1) a bachelor's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or
  - (2) an associate degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.
- (d) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:
- (1) any bachelor's degree or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or
  - (2) any associate degree or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.

Note: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003, and 87356, Education Code.

**Accrediting Commission for Community and Junior Colleges  
2014 Accreditation Standards**

**Standard III: Resources**

**A. Human Resources**

2. Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning. (ER 14)
3. Administrators and other employees responsible for educational programs and services possess qualifications necessary to perform duties required to sustain institutional effectiveness and academic quality.
4. Required degrees held by faculty, administrators and other employees are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non- U.S. institutions are recognized only if equivalence has been established.

## **Academic Senate of California Community Colleges FAQs on Minimum Qualifications (MQs)**

### **THIS INCLUDES ONLY THE FAQs RELATED TO EQUIVALENCY**

The following list of Frequently Asked Questions (FAQs) has been compiled to assist individuals in better understanding and interpreting the rules and regulations governing the minimum qualifications (MQs) for faculty and administrators in the California Community College system. The FAQs were collaboratively developed with members of the Standards and Practices Committee of the State Academic Senate and staff from the Chancellor's Office of the California Community Colleges.

**Q#4:** What if someone has a single-subject discipline credential, has taught high school in that discipline for 14 years, and recently received a Master's in Educational Administration. Would he/she qualify to teach part-time in the discipline?

**A:** No. The single-subject and multiple-subject credentials are issued by the California Commission on Teacher Credentialing and are only valid within the K-12 public education system. To be eligible to teach (full- or part-time) that discipline at any of the California community colleges, a person needs to meet the requirements for the discipline as noted in the Disciplines List. The credential, high school teaching experience and the master's degree (not in a discipline subject) could be used as factors in determining equivalency to the requirements of a discipline listed in the Disciplines List. Equivalent qualifications are determined by faculty representing their academic senate at the local level and approved by the local governing board

**Q#6:** What happens when an academic degree held by an applicant for a faculty position is not listed in the Disciplines List?

**A:** One of two processes can occur---determination of an equivalency to an existing discipline, or proposal of a revision to the Disciplines list, either by proposing a new discipline or adding a degree to an existing discipline.

For any degree that is not currently covered in the Disciplines List, follow the guidelines for establishing an equivalency to a discipline as provided in Title 5, Section 53410, Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians, which reads as follows:

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- (a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- (b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

Title 5 states that, in addition to a master's degree in the specific discipline, a master's degree in a "reasonably related" discipline can satisfy the MQs requirement. Since the Disciplines List does not currently include the degree of the applicant, the district is able to determine the equivalent academic degree that may also fulfill the MQ to the discipline listed in the Disciplines List.

Revisions to the Disciplines List (addition of a new discipline or addition/deletion of an academic degree to an existing discipline) are based upon the recommendation of the

Academic Senate to the Board of Governors. Consult the guidelines as listed in the Disciplines List Process of the Academic Senate at:

<http://www.asccc.org/Archives/DisciplineList/DisciplinesList.htm>

Q7: What are good practices in determining an equivalency to the MQs for a discipline?

- A: To maintain the academic integrity of the community colleges and their faculty, equivalency to those minimum qualifications for hire must be granted with careful consideration. The Academic Senate has the following recommendations (from Equivalence to the Minimum Qualifications, 2006):
- Equivalency must be at least equivalent to the minimum qualifications for a discipline.
  - Equivalency must be determined primarily by discipline faculty.
  - Equivalency processes for part-time faculty and “emergency hire” should be no different from equivalency for full-time faculty.
  - Local senates must ensure that their district and college policies and processes do not allow for single-course equivalencies.
  - Academic senates should assure consistency of the equivalency process.
  - Equivalency decisions should be based on direct evidence of claims (e.g., transcripts, publications, and work products).
  - Claims of equivalence must include how both general education and specialization are met.
  - Human resources offices should NOT screen for equivalency.
  - Local senates must never allow equivalency to be delegated to administration or classified staff.
  - Equivalency policies at each district and college should be reviewed every few years.
  - Criteria for the acceptance of eminence as a means to establish equivalency must be clearly defined in hiring policy.
  - Once the local equivalency process has reached a recommendation regarding an individual applicant, Education Code §87359(a) requires that the governing board include action on the equivalency as part of its subsequent hiring action.

Q#8: Is an equivalency granted by one district transferable to another district?

- A. No. Each district is allowed to establish its own equivalency minimum qualifications for each discipline taught in its jurisdiction. Section 53430 of Title 5 states that:

“A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate.”

Q#9: Does an equivalency granted by one college in a multi-college district apply to all the colleges in that district?

Yes. An equivalency established by one college in a multi-college district is applicable to all colleges in that district. In order to maintain consistency, colleges in multi-college districts are encouraged to work together on a common equivalency process.

Q#10: What are the parameters by which a district would use eminence when determining whether an applicant for a faculty position meets the MQs for the listed position?

A: The current MQs regulations and disciplines list are silent in defining or referencing the term "eminence." The State Academic Senate's Standards and Practices Committee is currently in the process of developing resources to assist local colleges in making an eminence determination. Access the current paper on minimum qualifications and equivalencies at

[http://www.asccc.org/Publications/Papers/Equivalence\\_2006.html](http://www.asccc.org/Publications/Papers/Equivalence_2006.html)

Q#22: Can someone with a degree from a foreign country teach at a community college?

A: Possibly. Within the United States, no government agency monitors the establishment of foreign credential evaluation services. Prior to becoming employed as an instructor with any California community college, the college would need to have an evaluation conducted of the education and degree completed at the foreign college/university to inform the equivalency process. The community college would generally refer transcripts from the foreign college/university to an organization that evaluates foreign credentials.

# **ASCCC: Equivalence to the Minimum Qualifications**

Fall: 2006

Topic: Professional Standards

Committee: Standards and Practices Committee

In 1988 the Community College Reform Act (AB 1725) began a phase out of credentials in favor of a process for establishing minimum qualifications and the determination of equivalencies that are at least equal to the state-adopted minimum qualifications for a particular discipline. The recommendations of this paper provides a proposed equivalency model as well as the results of an equivalency survey and a legal opinion stating that local districts are not authorized to establish a single course equivalency.

Recommendations:

AB1725 provides the intent language of equivalency and is explicit concerning faculty responsibility: Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty have an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process. Equivalency considered in this light will remind us that our guide must be the published minimum qualifications. Legal Opinion L 03-28 reiterates and supports adherence to minimum qualifications for a discipline. To maintain the academic integrity of the community colleges and their faculty, equivalency to those minimum qualifications for hire must be granted with careful consideration.

1. Equivalency must be determined primarily by discipline faculty.
2. Equivalency processes for part-time faculty and "emergency hire" should be no different from equivalency for full-time faculty.
3. Local senates must ensure that their district and college policies and processes do not allow for single-course equivalencies.
4. Academic senates should assure consistency of the equivalency process.
5. Equivalency decisions should be based on direct evidence of claims (e.g., transcripts, publications, and work products).
6. Claims of equivalence must include how both general education and specialization are met.
7. Human resources offices should NOT screen for equivalency.
8. Local senates must never allow equivalency to be delegated to administration or classified staff.
9. Equivalency policies should be reviewed every few years.
10. Criteria for the acceptance of eminence as a means to establish equivalency must be clearly defined in hiring policy.
11. Once the local equivalency process has reached a recommendation regarding an individual applicant, Education Code 87359(a) requires that the governing board include action on the equivalency as part of its subsequent hiring action.
12. Additional training materials may be obtained from the Academic Senate Office and/or at its website.



**EL CAMINO COMMUNITY COLLEGE**  
Human Resources Office

Approval of Equivalence to Minimum Qualifications  
For Faculty and Educational Administrator Positions

**Applicant or Employee Name:** \_\_\_\_\_

If a current District employee, what is the job title? \_\_\_\_\_

Currently employed in District academic service within which discipline? \_\_\_\_\_

This individual has applied for equivalence in which discipline? \_\_\_\_\_

**Minimum Qualification for the discipline:** \_\_\_\_\_

Equivalency for the discipline: \_\_\_\_\_  
\_\_\_\_\_

**Comment [GC1]:** The min qual and equivalency have been added to the form. It is hard for faculty to find these things and it will streamline the process to have it on the form.

**What supporting documents were submitted for consideration and reviewed along with the Application for Equivalence? Check all that apply:** \_\_\_\_\_

Official Transcripts

**Comment [GC2]:** Are there certain documents that we would like to request?

Resume

Letters of Verification  Education  Employment  Specialized Training

Other: \_\_\_\_\_

Licenses or Certificates (specify): \_\_\_\_\_

Awards and/or Commendations (specify): \_\_\_\_\_

Other documents: \_\_\_\_\_

**The Application for Equivalence and supporting documents were reviewed on (date):** \_\_\_\_\_

Please check all that apply:

For educational equivalency to the Bachelor's degree, the following general education requirements must be met in these areas:

**Comment [MG3]:** The task force recommends that the form be more specific about the general education requirements that need to be met for equivalency to the Bachelor's degree.

Physical and Biological Sciences

Behavioral and Social Sciences

English

Mathematical Concepts and Computational Reasoning

Non-US/foreign degree has been evaluated by a foreign evaluation service approved by El Camino Community College District and was:

Approved as equivalent

Not Approved as equivalent

**Comment [MG4]:** The task force recommends that the form include the requirement to evaluate foreign degrees.

For educational equivalency to degree, courses taken through continuing education or extension must be applicable to a degree listed in the minimum qualification.

Courses taken through continuing education or extension are applicable to degree.

Insufficient evidence that courses taken through continuing education or extension are applicable to degree.

**Comment [MG5]:** The task force recommends that courses taken through continuing education or extension must be applicable to a degree.

**Following our review, it was determined that this individual:**

\_\_\_\_\_ meets the equivalency standards for, and can be assigned a Faculty Service Area in, the following discipline:

\_\_\_\_\_ does not meet the equivalency standard for the following discipline: \_\_\_\_\_

Comments; (attach additional sheets as needed):  
\_\_\_\_\_  
\_\_\_\_\_

Instructor of Approving Discipline

Date

Instructor of Approving Discipline

Date

**Comment [GC6]:** Should we add the academic dean?

Vice President, Academic Affairs

Date

V.P. Educational Policy, Academic Senate

Date

President, Academic Senate

Date

Human Resources Representative

Date



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Service Area/Discipline: \_\_\_\_\_

See attached documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes of deliberation (attach additional sheets if necessary):

