



### MINIMUM QUALIFICATIONS FOR FACULTY

#### PURPOSE

The following Equivalency Procedure shall be used to determine when an applicant for a faculty position, although lacking the exact degree or experience in the discipline, nonetheless does possess qualifications equivalent to those in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the Chancellor's office ("Disciplines List") as determined by the Board of Governors, or an appropriate valid California Community College Credential. 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.
- All degrees and units shall be from accredited institutions per Education Codes: 70901(b)(1)(B) and 87356.

#### EQUIVALENCY COMMITTEES

Equivalency Committees shall be established by the Academic Senate as needed to fulfill the requirement of Education Code Section 87539, 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." The Academic Senate shall establish reasonable deadlines for convening equivalency committees in order to allow consideration of equivalency applications in a timely manner. Equivalency applications submitted after the established deadlines may not be considered until the following cycle.

The Academic Senate Equivalency Committee shall:

- Include two full-time faculty members in the discipline (selected by the Academic Senate President in consultation with full-time faculty in the discipline where possible), the Chief Instructional Officer (Vice President of Education and Student Services) or the appropriate instructional Dean, and the Academic Senate President or Vice-President. A part-time faculty member in the discipline may also be appointed to the committee as needed and as appropriate. Either the Academic Senate President or Vice-President shall serve as the committee chair. In disciplines with fewer than two full-time faculty, faculty members in a related discipline will be selected by the Academic Senate President (in consultation with the full-time faculty in the discipline, if any exist) to serve on the committee.
- Review each equivalency application, transcripts, and other materials submitted by candidates to determine whether the candidate meets the minimum qualifications.

- Grant or deny equivalency based on majority opinion of the Equivalency Committee. In the event of a split decision, the Academic Senate President or Vice-President (whichever is not already on the committee) shall cast the deciding vote.
- Provide a statement describing the reasons for granting or denying the equivalency.
- Forward all equivalency determinations to the Academic Senate President (as designee of the Academic Senate). The Vice President of Education and Student Services and the Superintendent/President or designee (as designee of the Board of Trustees) will rely primarily upon the Academic Senate recommendation for their action.

Note: Faculty contracts forwarded to the Board of Trustees for hiring approval will include a notation indicating if the candidate has met the minimum qualifications through an equivalency application.

## **EQUIVALENCY STANDARDS**

### **1. Disciplines Requiring The Master's degree or the equivalent foreign degree:**

- A. Master's degree in a reasonably related discipline. The phrase “reasonable related discipline” refers to disciplines referenced in the latest version of the Disciplines List.
- B. Bachelor’s degree in the discipline or a reasonably related discipline, plus either 18 semester units (or 27 quarter units) of graduate coursework reasonably related to the discipline or a minimum of 1 year of full-time relevant training/professional experience and certification or licensure in the discipline (if applicable).
- C. For Humanities: Master’s degree in Art, Dance, English, History, Music, Theatre, any foreign language, or the equivalent.
- D. Demonstration of eminence in the discipline.

#### Notes:

- If using experience or training to substitute for coursework (section B above), the candidate must provide evidence of equivalent preparation which is as reliable and objective as a transcript.
- Eminence (section D above) is defined as superior knowledge and skill in a discipline. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the discipline. The candidate must provide evidence of eminence which is as reliable and objective as a transcript.

### **2. Disciplines In Which The Master’s Degree Is Not Generally Expected Or Available (and which do not require a specific Bachelor’s or Associate’s degree):**

- A. 120 semester units (or 180 quarter units) in any disciplines and two years of experience in the discipline
- B. 60 semester units (or 90 quarter units) in any disciplines and six years of experience in the discipline
- C. 30 semester units (or 45 quarter units) in any disciplines or industry certification, and eight years of experience in the discipline.

#### Notes:

- Teaching experience may be substituted for related occupational experience in the discipline or related discipline on a year-for-year basis.
- Recency: an individual employed to teach a vocational course must show a demonstrated competency in the current technology of that course.

### **3. Disciplines In Which The Master’s Degree is Not Generally Expected Or Available (which require a specific Bachelor’s or Associate’s degree)**

- A. 120 semester units (or 180 quarter units) including 40 semester units (or 60 quarter units) in the discipline or a related discipline and two years of experience in the discipline
- B. 60 semester units (or 90 quarter units) including 20 semester units (or 30 quarter units) in the discipline or a related discipline and six years of experience in the discipline
- C. 30 semester units (or 45 quarter units) including 10 semester units (or 15 quarter units) in the discipline or a related discipline or industry certification, and eight years of experience in the discipline.

Notes:

- Teaching experience may be substituted for related occupational experience in the discipline or related discipline on a year-for-year basis.
- Recency: an individual employed to teach a vocational course must show a demonstrated competency in the current technology of that course.

**ACCEPTABLE EVIDENCE OF EQUIVALENCY**

If an individual does not meet the minimum qualifications specified in the current version of the Disciplines List, the applicant must submit an Equivalency Application (Form X) and accompanying evidence to be used in establishing an equivalency. The documentation submitted by the applicant must be reliable and objective, and provide conclusive evidence in the determination of the equivalency per any of the following:

A. Educational Equivalency:

- Transcripts showing successful completion of coursework from an accredited college or foreign institution. All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution. (See definitions section below for definition of “accredited institution.”)
- Explanation of how specific courses on the transcript are equivalent to an educational requirement stated in the applicable minimum qualifications.

B. Experience Equivalency:

- Written confirmation of relevant experience from a person authorized to provide such confirmation. This written documentation must state the specific nature of the work performed and the duration of the employment in full-time years (see definition below) or the equivalent in part-time experience.
- Explanation of how the relevant experience, in quantity as well as diversity, meets or exceeds the preparation of someone holding the academic degree required in the established minimum qualifications.
- Objective and detailed information about the equivalent experience.

C. Equivalence By Eminence In Discipline

- Evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to the candidate’s superior level of competence in the discipline).

D. Certifications / Licensures

- Documentation of relevant training, certification(s) or licensures.

**Definitions**

**Definition of Experience**

The requirement is for the stated number of years of full-time experience or the equivalent in

part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the district.

“Professional experience” includes teaching experience. “Occupational experience” does not include teaching experience. (Title 5, section 53404.)

**Definition of Year**

“Year” means that period of time which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. (Title 5, section 53404.)

**Definition of Accredited Institution**

“Accredited institution” shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rules. (Title 5, section 53406.)

**Reference: Title 5, Sections: 53404, 53410-20, 53430  
Education Codes: 70901, 87350, 87355-87360, 87539**

**Mendocino-Lake Community College District**  
EQUIVALENCY APPLICATION

**INTRODUCTION:**

If you do not meet the exact advertised minimum qualifications as stated on the job announcement, but you believe that you have education/experience that is equivalent to the advertised state-mandated minimum qualifications you must complete this form to request an equivalency determination. If the Mendocino-Lake Community College District determines that you have equivalent qualifications to the advertised state-mandated minimum qualifications, you may be considered an applicant for the position for which you are applying. If it is determined that you do not have equivalent qualifications to the state-mandated qualifications for the position, you cannot continue as an applicant.

It is your responsibility to provide a complete application for an equivalency determination. Incomplete applications will not be considered. You must provide all the necessary documentation that supports your request for an equivalency determination by the closing date of the hiring process for the position for which you are applying.

If you are claiming *educational equivalency* (i.e., coursework), please submit a transcript(s) with this application and explain which courses that you completed (as verified on the transcript) are equivalent to an educational requirement stated in the applicable minimum qualifications. An official transcript is not needed for purposes of this application, but if you are selected as a finalist for a position, you will be required to provide an official transcript of all coursework. All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution. (See definitions section below for definition of “accredited institution.”)

If you are claiming *experience equivalency* (e.g., professional employment) you must include written confirmation of that experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of “years of professional or occupational experience,” the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of “experience”.)

If you are claiming *equivalency by eminence* you must include evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

If you are claiming *equivalency by certifications* you must include evidence of industry certification and hours completed. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

For purposes of equivalency determinations, degrees “in a reasonably related discipline” are those degrees other than the “main” degree in a discipline’s minimum qualifications list in the Chancellor’s Office handbook *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. For example, the state mandated minimum qualification for mathematics is “master’s degree in mathematics or applied mathematics OR bachelor’s degree in either of the above AND master’s degree in statistics, physics, or mathematics education OR the equivalent.” A “reasonably related discipline” for mathematics would be “statistics, physics, or mathematics education.”

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

Position for which you are applying: \_\_\_\_\_

**1. Equivalency for disciplines requiring a master's degree or the equivalent foreign degree:**

Please indicate which type of equivalency you are claiming and provide the necessary information related to your equivalency request.

**A. I have a degree that is the same as the degree required for the advertised position except for the degree name.** Please submit a table comparing the coursework from any accredited institution awarding the degree identified as a minimum qualification and the coursework from your granting institution awarding the degree you believe is comparable.

**B. I completed all the coursework for the advertised degree, but I did not receive the degree.** Please provide a listing of the coursework necessary for the degree from your institution and a transcript showing that you completed all of that coursework. Additionally, please provide a written explanation of why you did not receive the degree.

**C. I have a Master's degree in a reasonably related discipline, plus or including 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline.** Please identify the "reasonably related discipline" in which you have a degree, and provide a transcript showing your completion of that degree and at least 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline being advertised.

**D. I am applying for a position in HUMANITIES, and I hold a Master's degree in Art, Communication Studies, Dance, Education, English, History, Music, Philosophy, Speech, Theatre Arts, a foreign language, or the equivalent.** Please identify the discipline in which you have the required Master's degree, and provide a transcript showing your completion of that degree.

**E. I have a Bachelor's degree in the discipline, plus either 18 semester units (or 27 quarter units) of graduate coursework in the discipline (or in a reasonably related discipline) or a minimum of 1 year of Full Time relevant training/professional experience and certification or licensure in the discipline (if applicable).** Please identify the discipline and/or the "reasonably related discipline" in which you have the required graduate units, and provide transcripts showing your completion of the required Bachelor's degree and the required graduate level coursework. If you are using relevant training or experience to substitute for the graduate coursework, please provide evidence of equivalent preparation. Also please list any relevant certification or licensure in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**F. I qualify for equivalency by reason of eminence in my discipline.** "Eminence" is defined as superior knowledge and skill in a discipline. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the discipline. Determination of eminence shall be based upon a conviction that the applicant, if measured by recognized authorities in the field, would be judged superior. Please submit evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**2. Equivalency for disciplines not requiring a master's degree or the equivalent foreign degree, and which do not require a specific Bachelor's or Associate's degree:**

**A. I have 120 undergraduate semester units (or 180 quarter units) in any discipline and two years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**B. I have 60 undergraduate semester units (or 90 quarter units) in any discipline and six years of experience in the discipline advertised.** Please provide transcripts showing your completion

of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**C. I have 30 undergraduate semester units (or 45 quarter units) in any discipline or industry certification equivalent to these units and eight years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units or completed hours of industry certification. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**I affirm that the above information is a true and accurate account of my education and professional experience.**

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

**Definitions:**

**Definition of accredited institution:** "Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rules." (Title 5, section 53406.)

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