



BOARD POLICY

No. 7211

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS - FACULTY

As a condition of employment with the Mendocino-Lake Community College District, faculty are required to meet State mandated minimum qualifications or the equivalent as defined by the *Minimum Qualifications for Faculty and Administrators in California Community College Handbook*. A person holding a credential authorizing service in a California Community College meets minimum qualifications in the discipline authorized by that credential and the person will retain the right to serve under that credential as provided by state law until it expires. Any person granted or previously granted equivalency for teaching in a given discipline by Mendocino-Lake Community College District Board of Trustees pursuant to state laws and regulations will be deemed to have met the minimum requirements in that discipline and will retain the right to teach in that discipline pursuant to state laws and regulations.

Faculty in this District include those persons defined as faculty under Education Code, section 87003(a) and include, but are not limited to full-time and part-time instructors, counselors, librarians, community college health services professionals, disabled student programs and services professionals, extended opportunity programs and services professionals and work experience coordinators. Individuals not meeting the State-mandated minimum qualifications may qualify for employment under District equivalency provisions which was developed in consultation with the Academic Senate. This Board Policy is intended to ensure a fair and objective process for determining when an applicant has qualifications that are at least equivalent to State-mandated minimum qualifications. Should revisions of the policy or application form be necessary a representative of the Board of Trustees, or designee, shall work with the Academic Senate to do so. The equivalency process, including criteria and standards, for faculty employment and shall submit that process to the Board for approval.

The Board of Trustees shall not hire a faculty member unless the individual meets State mandated minimum qualifications or the equivalent per the *Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook*. The Board shall determine whether an individual possesses qualifications that are at least equivalent to the State mandated minimum qualifications based on the recommendations of the Academic Senate. If a proposed faculty member is being hired based on equivalencies, the criteria used by the Board in making the determination shall be reflected in the Board's action employing the individual.

The Board will rely primarily on the advice and judgment of the Academic Senate in determining whether a proposed faculty member holds qualifications that are at least equal to State-mandated minimum qualifications. The Board will provide the Academic Senate with an opportunity to present its opinion regarding equivalencies if it differs from the Academic

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Senate's recommendation before an applicant is denied or granted equivalency. The Board will provide its written objection to the Academic Senate's recommendation and allow for the Academic Senate to submit a rebuttal prior to Board action. All documentation shall be available in public records to review.

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 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 units and degrees earned shall be from accredited institutions per Education Codes: 70901(b)(1)(B) and 87356.

An applicant for a faculty position, although lacking the exact degree or experience in the discipline, nonetheless possess qualifications equivalent to those as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential shall follow the Minimum Qualification Equivalency Procedure.

Minimum Qualifications Equivalency

The equivalency process shall include provisions for all disciplines, including those:

- that require a Master's Degree,
- that require a Bachelor's or Associate Degree and professional experience,
- in which the Master's Degree is not generally expected or available (and do not require a specific Bachelor's or Associate Degree)

The process shall ensure that representatives of the Academic Senate are available to assess equivalency claims during all faculty selection processes and that evidence of the basis for finding equivalency is clear and recorded.

A candidate seeking an equivalency determination must provide, at a minimum, evidence that they have the equivalent not only in the subject matter expertise in a particular discipline, but also documentation as to how general education requirements necessary for an Associate or Bachelor's Degree are met.

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All evidence of equivalent preparation, including the basis for an eminence determination, must relate to the discipline at issue and must be of a type that is as reliable and objective as a college transcript. For an equivalency determination, each candidate must be found to be qualified to teach the full range of courses in the discipline under review.

The standards may provide that an individual employed to teach in a vocational discipline must show a demonstrated competency in the current technology of that discipline. “Reasonably related discipline” in any equivalency determination refers to disciplines referenced in the latest version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges Handbook*, published by the California Community Colleges Chancellor’s Office.

References: California Code of Regulations 53400-53430
Education Code sections 70901(b)(1)(B); 87003(a); 87356 and 87359;
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