

Mendocino – Lake Community College District

**Minimum Qualifications Equivalency – Faculty  
Application Instructions**

If you do not meet the exact minimum qualifications as advertised and stated on the job announcement, but believe your education and/or experience is equivalent according to the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") you must complete this form to request an equivalency determination and provide evidence to support your claim.

If the Mendocino-Lake Community College District determines that you have qualifications equivalent to the advertised State-Mandated minimum qualifications per *Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook*, you may be considered an applicant for the position for which you are applying. If it is determined that you do not have these equivalent qualifications 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.

**Evidence Requirement for Specific Disciplines and Areas**

**1. For Disciplines requiring Master's degree:**

- A. My Master's degree that is the same as the degree required for the advertised position except for the degree name.** You must 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 of the required coursework, but the degree has not been awarded.** You must indicate the date to which the degree will be awarded, this must be before the stated start date of employment. Degree award dates after the initial state date of employment will not be considered.
- C. For Humanities, I have a Master's degree in Art, Dance, English, History, Music, Theatre, any foreign language, or the equivalent.** You must provide a transcript showing the completion of the Master's degree.
- D. I qualify for equivalency in the advertised position by reason of eminence.** You must provide evidence that your experiences meet or exceed the preparation required to complete a Master's degree in the discipline and how general education requirements have been met. Evidence submitted must be as reliable and objective as a transcript.

- 2. For Disciplines requiring a specific Bachelor's or Associate's degree and professional experience:**
- A. My Bachelor's degree that is the same as the degree required for the advertised position except for the degree name and I have two years of professional experience in the discipline.** You must submit a table comparing the coursework from any accredited institution awarding the degree identified a minimum qualification and the coursework from your granting institution awarding the degree you believe is comparable. You must also provide verifiable proof of professional experience in the discipline.
- B. My Associate degree that is the same as the degree required for the advertised position except for the degree name and I have six years of professional experience in the discipline.** You must submit a table comparing the coursework from any accredited institution awarding the degree identified a minimum qualification and the coursework from your granting institution awarding the degree you believe is comparable. You must also provide verifiable proof of professional experience in the discipline.
- C. I qualify for equivalency in the advertised position by reason of eminence.** You must provide evidence that your experiences meet or exceed the preparation required to complete a Bachelor's or Associate's degree in the discipline and how general education requirements have been met. Evidence submitted must be as reliable and objective as a transcript.

### **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 a [Minimum Qualification Equivalency Application Submission Form](#) 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 may include the following:

#### Educational Equivalency:

- Transcripts showing successful completion of course work from an accredited college or foreign institution.
- Explanation of how specific courses on the transcript are equivalent to an educational requirement stated as applicable minimum qualifications.
- All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution.

#### 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 or the equivalent in part-time experience.

- Explanation of how the relevant experience, in quantity as well as adversity, 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.
- If using experience or training to substitute for coursework, the candidate must provide evidence of equivalent preparation which is as reliable and objective as a transcript.

#### Equivalence by Eminence in Discipline

- Evidence of relevant accomplishments (e.g. research publications, professional performance/exhibitions, honors or awards, letters from professionals in the field attesting to the candidate's superior level of competence in the 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.
- Documentation demonstrating how general education requirements necessary for an associate's or bachelor's degree are met

#### Certifications/ Licensures:

- Documentation of relevant training, certification(s) or licensures.
- Evidence of industry certification and hours completed
- Documentation demonstrating your experience meets or exceeds the preparation of someone completing the equivalent coursework to earn a degree

#### Definitions:

**Accredited institution** shall mean a postsecondary institution accredited by an 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.)

**Reasonably related discipline** shall mean those degrees other than the "main" degree in a discipline's minimum qualifications list in the Chancellor's Office *Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook*. 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."

**Experience** shall mean 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.)

**Year** shall mean the 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.).

**Eminence** shall mean 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.