

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7250 Educational Administrators

References:

Education Code 87458

NOTE: This Procedure does not apply to educational administrators hired by the District as a faculty member or as an administrator prior to July 1, 1990.

Educational administrators seeking assignment of minimum qualifications, as defined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, for an academic discipline, offered within District, must submit an *Application for Assignment of Minimum Qualifications* (“*Application*”) form along with their application for employment as an educational administrator. Educational administrators may also apply for assignment of minimum qualifications at any time during the course of their employment by submitting an *Application* form directly to Human Resources.

The *Application* must be accompanied by the following supporting documents:

- Curriculum Vitae
- Academic Transcripts
- If applicable, Equivalency Application

The *Application* will be forwarded to the appropriate Discipline Based Minimum Qualifications/Equivalency Committee (“MQ/EQ Committee”) to verify that the educational administrator meets the published Minimum Qualifications. If the educational administrator is applying for equivalency, the MQ/EQ Committee will apply equivalency procedures, as defined in AP 7902, to determine minimum qualifications.

The MQ/EQ Committee evaluating the educational administrator’s qualifications shall elect a chair that will forward the committee’s recommendations for assignment of minimum qualifications to the Academic Senates. The Academic Senates will forward the MQ/EQ Committee recommendation to the Board for consideration along with the administrator’s appointment for hire. The recommendations must reflect a majority opinion of the MQ/EQ Committee membership for the recommendations to move forward to the Board. If the committee is unable to reach a majority decision, the committee shall recommend that the educational administrator not be assigned minimum qualifications.

If an applicant does not agree with the results of their equivalency request, an appeal may be submitted to the Equivalency Oversight Committee (EVOC) using the *MQ*

Appeal Request Form. This appeal is reviewed based on process and procedures only, as defined in AP 7902. If the evaluation adheres to the terms of these administrative procedures, the MQ/EQ Committee decision will stand. If the evaluation deviates from the procedures, the MQ/EQ Committee will be asked to re-evaluate the request using the correct procedures. The applicant will be notified with the *EVOC Appeal Determination Form*.

The Academic Senates will present the Equivalency Oversight Committee recommendation to the Board. The Board will make the final determination, relying primarily upon the advice and judgment of the Academic Senates as it is expressed through the recommendation of the Equivalency Oversight Committee. A written record of the Board's decision, including the recommendation of the Equivalency Oversight Committee, shall be available for review.

In the case of assignment to a faculty position, the Board will determine the College or location to which the first-year probationary faculty member (former educational administrator) shall be assigned. However, in order to protect the students, the faculty, and the institution, the Board shall consider the following before making the assignment:

- The position has been identified as a vacancy with these conditions: college need established through participatory governance, available funding and approved for recruitment.
- The availability of faculty positions as determined by the program reviews in the affected discipline.
- The Senates' recommendation related to minimum qualifications, which the Board must rely primarily upon when making the final determination.

The date of seniority and the determination of placement on the faculty salary schedule shall be pursuant to the District's collective bargaining agreement with the Coast Federation of Educators.

Appendices

Appendix A - *Application for Assignment of Minimum Qualifications
For Educational Administrators*

*Application for Assignment of Minimum Qualifications
For Educational Administrators
Appendix A*

Date:

Applicant's Name:

I request that the appropriate Discipline-Based Equivalency Committee (DBEC) review this application to verify that I possess minimum qualifications in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (Disciplines List) for the discipline(s) of _____.

_____ I possess the following degrees which qualify me for a Minimum Qualification in this discipline

Degree Received	College	Dates Attended	Units Completed

_____ I have been granted Equivalency, within the Coast Community College District, in _____, which I believe qualifies me for a Minimum Qualification in this discipline.

Additionally, I submit my educational philosophy, curriculum vitae, academic transcripts, and an Equivalency Application, if applicable with this application.

Signature

Date

Bring this form to the District Human Resources Office to initiate a review

Ratified September 2, 2015
Renumbered from AP 7901 to AP 7250 November 19, 2025
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