

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7902 Faculty Service Areas, Minimum Qualifications and Equivalency

References:

Agreement between Coast Federation of Educators, American Federation of Teachers, Local 1911 and Coast Community College District
Agreement between Coast Community College Association-California Teachers Association/National Education Association and the Coast Community College District
Minimum Qualifications for Faculty and Administrators in California Community Colleges (Disciplines List)
Education Code Sections 87001, 87355-87360
Title 5, Sections 53400-53430

Faculty Service Areas

District requirements for establishing and maintaining Faculty Service Areas are in accordance with the Agreement between CFE/AFT, Local 1911, and the District.

Minimum Qualifications

District requirements for establishing and maintaining Minimum Qualifications are in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges (Disciplines List)*.

Equivalency

In accordance with Education Code Section 87359 and Section 53430 of Title 5 of the California Code of Regulations, the District may grant equivalency for a discipline to those applicants who provide conclusive evidence of equivalency to the minimum qualifications that are published in the Disciplines List.

Disciplines Requiring a Master's Degree, and Disciplines in Which a Master's Degree is Generally Not Expected or Available but Which Requires a Specific Bachelor's or Associate's Degree:

Conclusive evidence of equivalency to a degree is based on documentation that an applicant possesses the general education and the major course work required for the published minimum qualifications.

Disciplines in Which a Master's Degree is Generally Not Available:

Conclusive evidence of equivalency to a degree is based on documentation that an applicant possesses the general education and the major course work required for the published minimum qualifications. In addition, conclusive evidence of equivalency to required experience is based on mastery of the skills for the discipline and extensive and diverse knowledge of the working environment of the vocation.

This process applies to any person who seeks to meet the published minimum qualifications through equivalency, including but not limited to:

- Full-time and Part-time faculty
- Educational administrators with faculty retreat rights
- Leave replacements and specially funded positions

All candidates seeking equivalency must submit an *Equivalency Request Form* (Appendix A) with appropriate documentation to demonstrate conclusive evidence of equivalency with their online application packet.

If an applicant does not agree with the results of his/her equivalency request, an appeal may be submitted to the Equivalency Oversight Committee (EqOC) using the *Equivalency Appeal Request Form* (Appendix D). **This appeal is reviewed based only on adherence to equivalency process and procedures.** If the evaluation adheres to the guidelines for equivalency, the decision of the Discipline-Based Minimum Qualifications/Equivalency Committee's (MQ/EQ Committee) will stand. If the evaluation deviates from the guidelines for equivalency, the MQ/EQ Committee will be asked to re-evaluate the request, using the correct procedures. The applicant will be notified with the *EqOC Appeal Determination Form* (Appendix E).

Equivalency Criteria/Qualification

Equivalency will not be granted based on “eminence” in any field.

For disciplines requiring a master's degree, equivalency may be granted based on one of the following:

- Completion of a master's degree from an accredited institution in a different discipline.
- Completion of the course-work and academic requirements (such as a thesis or practicum) for the master's degree from accredited institutions in the discipline without the award of the degree.
- Completion of a bachelor's degree from an accredited institution and not less than 30 graduate units (48 quarter units) of appropriate and relevant course-work
- Work from accredited institutions if the course-work equals a master's degree in the discipline in breadth, depth, and rigor.

- Completion of a bachelor's degree from an accredited institution plus additional appropriate and relevant graduate course-work from accredited institutions and verifiable experience in the discipline which would require knowledge of the discipline equal to the level required in the minimum qualifications.

For disciplines in which the master's degree is not generally expected or available, equivalency may be granted based on one of the following:

- Six years of documented experience in the discipline and 60 undergraduate semester units (90 quarter units) from accredited institutions comparable to the breadth and depth of coursework equal to an associate's degree.
- Two years of documented experience in the discipline, and 120 undergraduate semester units (180 quarter units) from accredited institutions.
- Six years of documented experience in the discipline and undergraduate course-work from accredited institutions where the combination of course-work and additional experience equals the associate's degree in breadth, depth, and rigor.

Equivalency Provisions

- Equivalency is granted on a District-wide basis.
- Equivalency is granted for a discipline and not for a specific course within a discipline (no single-course equivalencies allowed).
- Equivalency must be evaluated prior to the initial interview process.
- All deliberations of the MQ/EQ Committee and all records involved in the proceedings shall be confidential.
- A determination of equivalency does not guarantee an interview, employment, or reassignment. The determination of equivalency establishes that the individual meets the minimum qualifications for a position in a particular discipline, but does not bestow rights to any position or process.
- The granting of an equivalency is on a case-by-case basis and does not establish precedent for future applicants.
- Equivalency shall not be granted on a "contingency" or "emergency" basis pending additional review or receipt of documentation for any reason.
- Equivalency shall not be granted to an individual who has completed required coursework for their degree but failed to complete additional remaining requirements such as a thesis, qualifying exam, etc. All requirements for the degree must be completed in order to be considered for equivalency.
- Teaching experience is not equivalent to experience in the discipline.

ROLE OF EQUIVALENCY OVERSIGHT COMMITTEE

The role of the EqOC is to ensure that the equivalency process followed is fair and consistent with established procedures. The EqOC will also oversee and plan the training of the MQ/EQ Committee. Representatives of the EqOC, with the college

EEO/Recruitment Coordinators, will conduct the training of MQ/EQ Committee members.

EqOC Composition:

- Two Academic Senate appointees from each College shall serve for two years. Terms for faculty appointments will be staggered with one faculty from the first two appointees serving a one-year term (to be determined by lottery).
- Two College Human Resource Representatives (Ex-officio, non-voting). Membership will rotate every two years between the colleges.
- Vice Chancellor of Human Resources, or designee (ex-officio, non-voting)

Selection of the Chair:

- The term of the Chair is one year.
- The Chair position will rotate among the three colleges. If both faculty from the college holding the Chair position wish to serve, the Chair will be determined by lottery.

Responsibilities of the Chair:

- Review and evaluate the equivalency process for inconsistencies. If inconsistencies in the process are found, the Chair will notify and convene the EqOC).
- Convene and lead meetings of EqOC as needed to facilitate process review, equivalency appeals, and/or disputes.
- Track Disciplines List changes and communicate any changes to the EqOC.

Responsibilities of the EqOC:

- Ensure the integrity of the equivalency process.
- Serve as an alternate equivalency evaluator or appoint a temporary designee if and when an appointed MQ/EQ Committee member does not submit an Equivalency Evidence Validation form within five working days.
- Administer the District equivalency training program. Work with District and College Human Resource Representatives regarding content and scheduling of training. Equivalency trainings will be scheduled a minimum of once per semester at each College in person or online.
- Resolve equivalency inconsistencies and disputes and MQ/EQ Committee membership issues.
- Make final decisions and/or recommendations on appeals of equivalency decisions based on the following guidelines:
 - Review equivalency application under appeal.
 - Review equivalency documents completed by MQ/EQ Committee.
 - If necessary, consult with appropriate MQ/EQ Committee. faculty.
 - Defer to the judgment of the MQ/EQ Committee. unless a process or potential policy infraction has been found.
 - When a potential policy infraction is suspected, notify the appropriate department.
 - Notwithstanding Education Code Section 87359 and Title 5 Section 53430 9, the decision of the EqOC shall be final unless a complaint of unlawful discrimination causes the Board of Trustees to overturn the decision and refer the matter back to the equivalency committee. If

the Board of Trustees refers the matter back to the EqOC, a new committee shall be composed.

ROLE OF DISCIPLINE-BASED MINIMUM QUALIFICATIONS/EQUIVALENCY COMMITTEES

The role of the Discipline-Based Minimum Qualifications/Equivalency Committee (MQ/EQ Committee) is to determine equivalency of candidates applying for faculty positions.

Composition of MQ/EQ Committee.

- Each MQ/EQ Committee shall consist of three faculty members, detailed below, and the length of service shall be two years. Terms for faculty appointments will be staggered with one faculty from the first three appointees serving a one-year term (to be determined by lottery).
- There are three options for the composition of a MQ/EQ Committee. These options are based solely on the number of Colleges with the specific discipline under review for equivalency. A “discipline” is defined as a subject area that has been adopted by the Academic Senate of the California Community Colleges, as approved by the Board of Governors:
 - Three Colleges with faculty in the discipline - Each discipline at each college will select one representative to serve on a MQ/EQ Committee.
 - Two Colleges with faculty in the discipline – Each discipline at the two colleges with that discipline will select one representative to serve on a MQ/EQ Committee. An at-large faculty member will be appointed by the EqOC and must be from the remaining or third College.
 - One College with faculty in the discipline – All representatives will be from the College with the discipline. The MQ/EQ Committee will consist of three faculty members of which at least two shall be qualified and teach/work within the discipline; the other may be from a related area.

Note: In any case where there are more candidates for a MQ/EQ Committee than there are positions, local Academic Senate election procedures will apply.

- The discipline/division administrator and the Academic Senate will jointly solicit nominations for faculty members willing to serve on the MQ/EQ Committee. Representatives will be confirmed by the College’s Academic Senate.
- The Academic Senates will report the confirmations of their representatives to the EqOC and to the District Human Resource Office.
- If the decision of the Discipline-Based MQ/EQ Committee is appealed to the EqOC, anyone on the Discipline-Based MQ/EQ Committee cannot serve on the EqOC and hear their own case.

Responsibilities of the MQ/EQ Committee:

- Each faculty member serving on a MQ/EQ Committee will be expected to participate in regularly scheduled trainings prior to screening and interviewing of candidates.
- Evaluate equivalency applications prior to interviewing job candidates.
- Evaluate equivalency guided by the following:
 - Any candidate applying under the provision of equivalency shall have his/her application material forwarded to the appropriate MQ/EQ Committee for evaluation prior to the interview.
 - College Human Resources requesting equivalency review for an applicant will forward application materials to the appropriate MQ/EQ Committee. Application materials forwarded will not include the name of the applicant but will be identified by number (i.e. GWC #1-2018).
 - The MQ/EQ Committee members shall review the application materials submitted by the applicant to support his/her request for equivalency.
 - Evaluations shall be done using the *Equivalency Evidence Validation Form* (Appendix B) and submitted to EqOC Chair within five working days.
 - Evaluations not completed within five working days will not be counted and will be reported to the appropriate college Academic Senate to consider the continued service of the evaluator.
 - In the event of an equivalency appeal, MQ/EQ Committee faculty shall make themselves available to the EqOC.
 - MQ/EQ Committee members with questions or concerns about the equivalency policy or procedures should notify the Chair of the EqOC.

ROLE OF HUMAN RESOURCES

- District Office of Human Resources notifies the applicant of the results of his/her equivalency request.
- If equivalency is not granted, the candidate's job application will be removed from further consideration.
 - If the candidate requests an appeal, he/she will submit an *Equivalency Appeal Request Form* (Appendix D) to the District Office of Human Resources, who will forward to the EqOC.
- The District Office of Human Resources Office will maintain a list of all candidates for equivalency with the equivalency documentation and their status and distribute such list to each College Human Resources Office.
- The District Human Resource Office will inform each College's Human Resources Office of the following
 - Granting or not granting equivalency
 - Requests and results of appeals
- The District Human Resource Office will keep an updated membership list of the MQ/EQ Committee with terms of service as well as maintain a master list of all MQ/EQ Committee's with Academic Senate confirmation dates and dates of when faculty member were trained. Each College's Human Resource Office and Academic Senate will be provided with the updated list.

NOTE: Equivalency procedures apply to faculty and educational administrators (Education Code Section 87359). Educational administrators who do not meet applicable minimum qualifications, as defined in the *Discipline's Lists* for an administrative position or a faculty position, must apply for equivalency based on their academic qualifications through the faculty equivalency process. BP 7120 and AP 7120B - Management hiring shall specify the process for determining equivalency for professional experience of educational administrators.

Committee Glossary

- Discipline-Based Minimum Qualifications/Equivalency Committee (MQ/EQ Committee):

Performs Equivalency reviews for faculty and educational administrators. Verifies minimum qualifications for educational administrators in accordance with the Discipline's Lists.
- Equivalency Oversight Committee (EqOC):

Performs EQ appeals as they relate to process violations. Performs review of EQ processes to ensure compliance with Board Policy and Administrative Procedure.

Appendices

- Appendix A – Equivalency Request Form
- Appendix B - Equivalency Evidence Validation Form
- Appendix C - Discipline-Based Minimum Qualifications/Equivalency Committee (MQ/EQ Committee) Determination Form
- Appendix D – Equivalency Appeal Request Form
- Appendix E - Equivalency Oversight Committee (EqOC) Appeal Determination Form

Equivalency Request Form Appendix A

Date:

Applicant's Name:

Equivalency to stated minimum qualifications in the District is based on the degrees and/or experience delineated in "Minimum Qualifications for Faculty and Administrators in California Community Colleges" published by the California Community College Chancellor's Office. Applicants should refer to this document when completing this request.

Disciplines Requiring a Master's Degree

Applicants requesting equivalency in a discipline that requires a Master's Degree must complete PART 1 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

Disciplines Requiring a Specific Bachelor's or Associate's Degree

Applicants requesting equivalency in a discipline that requires a specific Bachelor's or Associate's Degree must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

Disciplines in Which a Master's Degree is not Generally Expected or Available

Applicants requesting equivalency in a discipline in which a Master's Degree is not generally expected or available must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

Part I and Part II identify the minimum qualifications to be considered for equivalency. Meeting one or more of the qualifications listed below does not guarantee that equivalency will be granted as discipline experts will scrutinize the applicant's request and supporting documentation to determine whether the applicant's education and experience are *equivalent to the published minimum qualifications*.

The District does not grant equivalency on the basis of eminence. Nor does it grant single-course equivalencies.

PART I

Minimum Qualifications for Disciplines Requiring a Master's Degree

1. Discipline for which applicant claims equivalency:
2. Degree requirements for this discipline:
3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
 - A. Applicant holds a Master's Degree that is not in the discipline, but a Bachelor's Degree that may be equivalent if:
 - i. The Master's Degree is in a related field, or
 - ii. The Master's Degree is in an unrelated field, but the applicant possesses significant, verifiable discipline-related experience and skills. This applicant will be held to a higher level of scrutiny.
 - B. Applicant does not hold a Master's Degree, but combines verifiable education and experience to justify equivalency. This applicant will be held to an even higher level of scrutiny than an applicant who possesses a Master's Degree in the discipline or related discipline and must meet, at a minimum, one of the following conditions:
 - i. The applicant possesses a BA/BS in the discipline or related discipline and has at least 30 units of graduate or upper division units of course work in the discipline and at least one of the following:
 - Two years direct work experience in the field.
 - Two years supervised research in the field.
 - A publication record that demonstrates mastery of the field.
 - ii. The applicant has a BA/BS in the discipline or related discipline and appropriate license in the field.
 - iii. The applicant has a BA/BS in the discipline or related discipline and certificate for instruction in the field.
5. To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:
 - a. Copies of transcripts noting the relevant coursework.
 - b. Catalog descriptions of the courses referenced above.
 - c. Evidence of discipline-related work experience, research, or publications.

PART 2

Minimum Qualifications for Disciplines in Which a Master's Degree is not Generally Expected or Available and in Which a Specific Bachelor's Degree or Associate's Degree is Required

1. Discipline for which the applicant claims equivalency:
2. Degree requirements for this discipline:
3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant possesses the following work experience:
5. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
 - a. Education
 - i. Applicant possesses a BA/BS or AA/AS in a related field when the published minimum qualifications require a specific BA/BS or AA/AS.
 - b. Education and Experience
 - i. Applicant possesses 120 semester units of coursework, half of which is general education coursework and half of which is upper division coursework AND possesses two-year experience when the published minimum qualifications require a BA/BS and two-year experience. Conclusive evidence of both education and experience is required.
 - ii. Applicant possesses 60 semester units of lower division coursework, 40 of which are general education units AND six-year experience when the published minimum qualifications require an AA/AS and six-year experience. Conclusive evidence of both education and experience is required.
 - c. Experience
 - i. Occupational proficiency as evidenced by the minimum number of years identified in the published minimum qualifications plus additional education, which includes college coursework or industry training in the discipline. This applicant should submit a writing sample to illustrate the applicant's ability to articulate him/herself in a collegiate environment.

6. To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:
 - a. Copies of transcripts noting the relevant coursework.
 - b. Catalog descriptions of the courses referenced above.
 - c. Evidence of work experience in the discipline.

**Equivalency Evidence Validation Form
Appendix B**

This form is used by the members of the Discipline-Based Minimum Qualifications/Equivalency Committee (MQ/EQ Committee) to evaluate an applicant's request for equivalency.

Members of this committee are expected to scrutinize the claims made by the applicant to determine if the applicant possesses the necessary education and/or experience to justify a positive recommendation. Applicant's degrees must be granted by regionally accredited institutions. Single-course equivalencies are disallowed. Eminence is disallowed. The applicant must possess the necessary coursework and experience to justify *equivalence to the published minimum qualifications*.

The MQ/EQ Committee member should forward this form to the Chair of the Equivalency Oversight Committee (EqOC) within five days of its receipt. Questions or concerns about this process should be reported to the EqOC.

_____ I recommend equivalency to the published minimum qualifications for this applicant.

_____ I do NOT recommend equivalency to the published minimum qualifications for this applicant.

Briefly justify your decision:

Printed Name

Signature

Date

College

Department/Discipline

Applicant's Name

Please forward this form to the Chair of the EqOC

Date Received by EqOC Chair: _____
(EqOC Chair should date and initial upon receipt)

***Discipline-Based Minimum Qualifications/Equivalency Committee (MQ/EQ
Committee) Determination Form
Appendix C***

This form is used by the Chair of the Equivalency Oversight Committee (EqOC) to tally up the results of the Discipline-Based Equivalency Committee (MQ/EQ Committee) members.

The chair of the EqOC should forward this form, the applicant's *Equivalency Request Form* (Appendix A) and supporting documentation, and the *Equivalency Evidence Validation Forms* (Appendix B) to the District Recruitment Office.

_____ I certify that a majority of the appropriate MQ/EQ Committee has recommended equivalency for the applicant. Equivalency is granted.

_____ I certify that a majority of the appropriate MQ/EQ Committee has declined equivalency for the applicant. Equivalency is denied.

Printed Name, Chair, EqOC

Signature

Date

College

***Equivalency Appeal Request Form
Appendix D***

Date:

Applicant's Name:

I formally request that the Equivalency Oversight Committee (EqOC) review my request for equivalency to ensure that the Discipline-Based Equivalency Committee (MQ/EQ Committee) members followed the appropriate policies and procedures adopted by this District.

I understand that my request for an appeal initiates an inquiry into the application of policies and procedures only, and that the EqOC may require the MQ/EQ Committee to reexamine my application and supporting documents if a procedural error is found. The EqOC will take corrective measures to ensure that procedural errors are remedied before reexamination of my equivalency request.

Signature

Date

Bring this form to the District Human Resources Office to initiate the appeal

***Equivalency Oversight Committee (EqOC) Appeal Determination Form
Appendix E***

_____ The EqOC finds no District policy infractions or procedural errors and affirms the decision of the MQ/EQ Committee.

_____ The EqOC finds a procedural error and returns the request for equivalency to the appropriate MQ/EQ Committee members, along with instructions to ensure that the error will not occur again.

_____ The EqOC finds a potential policy infraction and forwards the request for equivalency to the appropriate department for investigation.

Brief justification of the Committee's finding:

The Chair certifies that a majority of the EqOC supports the above finding.

Printed Name, Chair, EqOC

Signature Date

College

Ratified September 2, 2015
Ratified April 18, 2018