



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 7: Human Resources
Title	Faculty Service Areas, Minimum Qualifications and Equivalencies
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### **I. Faculty Service Areas**

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate Faculty representatives. See the Faculty Service Areas and Competency Standards Article in the Collective Bargaining Agreement between the District and the Faculty Association.

### **II. Minimum Qualifications**

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors and are detailed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook. Applicants who do not meet minimum qualifications outlined in the Handbook may apply for equivalency through the equivalency process outlined in III below.

Qualifications are outlined in the Handbook and referred to in Title 5 Sections 53410-53420 for each of the following:

- Teaching credit courses
- Health services professionals
- Non-credit course instructors
- Apprenticeship instructors
- Disabled student programs and services employees
- Learning assistance or learning skills coordinators or instructors and tutoring coordinators
- Work experience instructors or coordinators
- Educational administrators

The minimum qualifications for service as a community college faculty member teaching any credit courses, or as a counselor or librarian, shall be satisfied by meeting any of one of the following requirements:

- A. Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- B. Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- C. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a related bachelor's degree or associate's degree is generally expected or available, possession of either:
  1. A bachelor's degree in the discipline directly related to the faculty member's teaching assignment, or equivalent foreign degree, plus two years of professional experience (e.g., professional credentials/certificates/licenses) directly related to the faculty member's teaching assignment; or
  2. An associate's degree in the discipline directly related to the faculty member's teaching assignment, or equivalent foreign degree, plus six years of professional experience (e.g., professional credentials/certificates/licenses) directly related to the faculty member's teaching assignment.
- D. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, and where a related bachelor's degree or associate's degree is not generally expected or available, possession of either:
  1. Any bachelor's degree, or equivalent foreign degree, plus two years of professional experience (e.g., professional credentials/certificates/licenses) directly related to the faculty member's teaching assignment; or
  2. An associate's degree, or equivalent foreign degree, plus six years of professional experience (e.g., professional credentials/certificates/licenses) directly related to the faculty member's teaching assignment.

### **III. Equivalency**

Determination of equivalency is a Faculty responsibility. Faculty in the discipline in question possesses the academic expertise needed to determine qualifications in that discipline. Minimum qualifications are determined for disciplines, not for courses or subject areas within disciplines. The role of Human Resources is limited to collecting, date-stamping, and forwarding applications and other pertinent information to the Equivalency Committee for their review and subsequent recommendation as to whether equivalency should be awarded or not.

Once equivalency has been awarded by the Board to a member of the Faculty, it shall not be subject to revocation. Title 5 Section 53403 allows persons who have been employed "to teach in a discipline" to continue teaching even if the minimum qualifications or disciplines list are amended after the Faculty member is initially hired. Specific equivalencies once granted by the Board shall be permanent. Course assignments remains the right of the District.

#### **A. Determination of Equivalencies**

This procedure is to be used to determine when an applicant for a Full- or Part-Time Faculty position, although lacking the exact degree or experience specified in the "Disciplines List of the Board of Governors" that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List in the publications entitled, "Minimum Qualifications for Faculty and Administrators in California Community College." The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications.

#### **B. Equivalency Request for Faculty Job Applicants**

1. All Faculty position announcements will state the required qualifications as specified in the most recent Disciplines List in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," including the possibility of meeting the equivalent of the required degree or experience.
2. 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 need to complete the equivalency application and provide unofficial transcripts at the time of application (upon hiring, official transcripts will be required).
3. Human Resources will screen the pool of applicants to determine if the applicant meets the minimum qualifications.
4. All units considered must be earned from a regionally accredited postsecondary educational institution.

#### **C. Equivalency for Disciplines Not Requiring a Master's Degree**

The minimum qualifications for disciplines not requiring a Master's Degree are:

1. any bachelor's degree or higher and two years of professional experience, or
2. any associate's degree and six years of professional experience.

Professional experience is required when the applicant possesses a master's degree. The professional experience must be directly related to the faculty member's teaching assignment.

References to professional or occupational experience in Section III.C.1 or III.C.2:

- a. Require full-time experience or equivalent part-time experience for the number of years noted.
- b. Unpaid experience may be considered if it entailed responsibilities substantially similar to those of relevant paid positions in the field.
- c. "Professional experience" includes teaching experience in the discipline or related discipline.
- d. "Occupational experience" does not include teaching experience.
- e. "Year" as used in this section means the period of time in which that occupation is accepted by contract or general agreement as regular work year for that occupation on a full-time basis.
- f. Recency: An individual employed to reach vocational discipline shall demonstrate a competency in the current technology of that discipline.

D. The Board may elect to award equivalency for Faculty applying to teach in disciplines that do not require a Master's Degree using the criteria #1 or #2 below. Applicants for equivalency must be established on the basis of the minimum qualifications noted in III.C.1 & C.2. The Committee will consider:

1. Six years of documented experience in the discipline and 60 undergraduate semester units or 90 quarter units, from an accredited institution comparable to the breadth and depth of coursework required for an associate's degree.
2. Two years of documented experience in the discipline and a bachelor's degree generally 120 undergraduate semester units or 180 quarter units from an accredited institution with a portion of the units being classified as upper division.

#### **E. Equivalency Procedure**

1. A candidate for equivalency must submit the following materials in order for the individual's application to be considered for equivalency:
  - i. Equivalency Application
  - ii. Equivalency Matrix
  - iii. Supporting Unofficial Transcripts and/or Certifications
2. When candidates apply for full-time employment and Human Resources determines that the applicant meets minimum qualifications, Human Resources will forward the application documents to the Screening Committee. When a candidate applies for part-time employment and Human Resources determines that the applicant meets minimum qualifications, Human Resources will forward the application documents to the appropriate hiring authority.
3. A candidate whose qualifications Human Resources concludes do not meet minimum qualifications will be required to submit an Equivalency Application, Equivalency Matrix, and supporting unofficial transcripts and certifications (upon hiring, official transcripts will be required). The Equivalency materials should explain how the applicant's academic preparation and professional experience provides evidence that is, at minimum, equivalent to the minimum qualifications criteria for the discipline in which the applicant is applying.
  - i. If a candidate does not submit an Equivalency Application at the time of applying, Human Resources will contact the candidate and the candidate must submit the equivalency applications and supporting materials within five (5) calendar days of being contacted.

- ii. If the candidate misses the deadline assigned by Human Resources, their application will be removed from further consideration.

**a. Equivalency Process**

An Academic Senate Ad Hoc Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, 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..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- i. Be available to Human Resources as experts regarding all recommendations of equivalency to the District.
- ii. Review all equivalency requests submitted by Human Resources.
- iii. Recommend all equivalency determinations to the Board of Trustees.
- iv. Further clarify the criteria to be used for determining equivalency.
- v. Ensure that the District policies and processes do not allow for single-course equivalencies.
- vi. Ensure that equivalency processes for Part-Time Faculty be no different from equivalency for Full-Time Faculty.
- vii. Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees as per the Administrative Procedure review process (Administrative Procedure 2410).
- viii. In general, ensure that the equivalency process works well and meets the requirements of the law.

**b. Academic Senate Equivalency Committee Membership**

- i. The Equivalency Committee, an Ad Hoc Committee of the Academic Senate, shall consist of five Faculty members appointed each academic year by the Academic Senate and one educational administrator appointed by the College President. All Committee Members are voting members. It is the goal to have at least two Faculty from the Career & Technical area, two from Liberal Arts and Sciences area, and one from the Kinesiology area.
  - ii. The chair shall be elected by the Committee from among the five Faculty members serving.
  - iii. A member of the Human Resources Department will be appointed to serve on the Committee as the recording secretary, a non-voting/resource member.
4. Human Resources will send the application to the Equivalency Committee Chair and to the full-time Faculty members in the discipline. The discipline Faculty members will review the applicant's record and determine if the applicant's qualifications are equivalent to the minimum qualifications criteria required to teach in the discipline. The discipline Faculty will return their completed recommendations to Human Resources within seven (7) calendar days.
  5. In the event that no full-time Faculty teach in the discipline at College of the Siskiyous (COS), the Equivalency Committee Chair will either solicit reviews from other COS Full-Time Faculty who hold a degree in a related discipline, or the Equivalency Committee will make recommendation to Human Resources as to equivalency. The completed reviewed will be returned to the Committee within seven (7) calendar days.
  6. If any Faculty reviewer feels that he or she cannot make an informed decision about a candidate's eligibility for equivalency because of a lack of sufficient information in the original application, then the recommendation will be that the applicant will not be recommended for equivalency.
  7. If the reviewers are unanimous about a candidate's qualifications for equivalency, then the Committee will forward the reviewers' decision to Human Resources. If there is a difference of opinion among the reviewers about a candidate's qualifications for equivalency the Committee will seek additional information regarding the discipline's reviewers' recommendations.
  8. In all cases, a majority vote shall be required to recommend or deny equivalency. If there is a tie vote, the recommendation will be to deny equivalency.
  9. Human Resources will then forward the committee's decision to the Superintendent/President.
  10. During the summer and winter intersession breaks, the District will continue to adhere to the equivalency process outlined for the academic year. Specifically, if applicants who apply during the summer or winter intersession do not meet minimum qualifications, the following steps will be followed in order to determine equivalency:
    - i. Human Resources will contact the Equivalency Committee Chair and designated discipline Faculty member(s), explain the situation, and forward the applicant's packet to them with a timeline of seven (7) calendar days for a review to be completed and a recommendation returned.
    - ii. In the event that no full-time Faculty teach in the discipline at College of the Siskiyous (COS), the Equivalency Committee Chair will solicit reviews from other COS full-time Faculty who hold a degree in a related discipline, or the Equivalency Committee will make recommendations to Human Resources within seven (7) calendar days.
    - iii. If the Faculty reviewer(s) are unanimous in their recommendation for equivalency, then the Committee will forward the reviewers' decision to Human Resources. If there is a difference of opinion among the reviewers about a candidate's qualifications for equivalency, the Committee will seek additional information regarding the discipline's reviewers' recommendations.
    - iv. In all cases, a majority vote shall be required to recommend or deny equivalency. If there is a tie vote, the recommendation will be to deny equivalency.
    - v. If the assigned discipline (or related discipline) Faculty member(s) are unable to complete their review within seven (7) calendar days, then the equivalency is not granted, and it will be reviewed when disciplined Faculty member(s) are back on contract. In addition, if the Equivalency Committee is required to meet to consider equivalency, but not

all members are able to attend, then the equivalency is not granted. It will be reviewed when Faculty members are back on contract.

- vi. All Faculty members who review and give input on equivalency applications while they are off contract shall be compensated based on the fees negotiated in the Collective Bargaining Agreement (CBA) between the District and Faculty Association.
- vii. If it is recommended that the applicant receives equivalency, Human Resources will then forward the committee's decision to the Superintendent/President. It is the Board of Trustees that ultimately grants equivalency based on recommendations of the Equivalency Committee.