

AP 7210-1 Equivalency

1.0 Equivalency Process

1.1 An evaluation under the equivalency process shall be required:

1.1.1 Where a person is claiming the equivalent of the minimum qualifications for a discipline, in which case the function of the process is to determine whether that is the case, subject to the equivalency criteria set forth in section 3.0 of this procedure.

1.1.2 Where a person is claiming qualification on the basis of a credential and where the subject matter designation of the credential is not the same as the title of a discipline, in which case the function of the process is to determine the discipline(s) in which the person is qualified to serve by virtue of the credential.

1.2 Applications for a determination of equivalency shall be forwarded to the District Equivalency Committee for evaluation in accordance with the relevant provisions of the contract and/or hiring policy. Applications shall not contain the name of the applicant or other identification with respect to gender, race, age, etc., unless embedded in the application in such manner as to make removal impossible without compromising other information. At least two weeks prior to consideration of an application by the Equivalency Committee, two copies of the application and notice of the scheduled date and time of the committee meeting during which the application will be evaluated will be submitted to the campus instruction offices and the office of the Provost of the School of Continuing Education (SCE), as appropriate for the discipline under consideration. The notice will include a request for departmental representation to the Equivalency Committee as provided in section 2.1.2 of this procedure.

1.2.1 In the case of an applicant for employment:

1.2.1.1 The District Equivalency Committee shall act expeditiously so as to accommodate the hiring process, and direct its decision, with justification, to the hiring committee.

1.2.1.2 In cases of "emergency" where the District Equivalency Committee is in recess and a determination is required under this procedure, the Division Dean and the appropriate faculty department coordinator (or other representative designated by the department faculty or in SCE, designated by the SCE Academic Senate) shall be authorized to evaluate for equivalency the qualifications of an applicant for temporary employment, subject to the criteria specified in section 3.1 of this procedure.

1.2.1.2.1 A finding of equivalency shall require the mutual agreement of the Dean and the department coordinator. (In SCE, if there is no department

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coordinator, it will be another representative designated by the SCE Academic Senate.) The decision shall be considered conditional and an application shall be submitted to the District Equivalency Committee at its next regular meeting for final determination.

1.2.1.2.2 A position filled on the basis of a finding of equivalency by the dean and the department coordinator shall be temporary and of duration not longer than one semester or trimester.

1.2.1.3 A determination that an applicant's qualifications are equivalent to the minimum qualifications for a discipline shall not be construed as an indication that the applicant will be interviewed or hired.

1.2.2 In the case of a faculty member seeking a determination for purposes of qualifying for an additional discipline, the District Equivalency Committee shall act upon the application by the last day of the semester in which the application is submitted and direct its decision, with justification, to the District Office of Human Resources, which shall notify the applicant of the decision.

1.2.2.1 Applications to be considered during the fall semester and the fall trimester shall be submitted to the committee not later than October 15.

1.2.2.2 Applications to be considered during the spring semester shall the winter trimester be submitted to the committee not later than February 15.

1.2.2.3 Applications to be considered during the spring trimester by March 31.

1.3 It shall be the responsibility of the applicant for equivalency to:

1.3.1 Apply in accordance with established procedures.

1.3.2 Supply all documents held in evidence for the determination.

1.3.3 Be available for interview or examination.

1.4 It shall be the responsibility of the faculty of the department or area of the discipline under consideration to:

1.4.1 Designate a department representative to the Equivalency Committee as provided in section 2.1.2 of this procedure;

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- 1.4.2 Determine the process for departmental assessment of equivalency applications;
- 1.4.3 Communicate the department's assessment of equivalency to the department representative to the Equivalency Committee.

2.0 District Equivalency Committee

2.1 Composition

- 2.1.1 The District Equivalency Committee shall have a standing membership consisting of the following:
 - 2.1.1.1 One tenured faculty member appointed by each senate for a three-year term who shall serve as voting members.
 - 2.1.1.2 One Chief Instructional Officer or School of Continuing Education Dean, to rotate annually between the campuses, who shall serve as a voting member; the remaining Chief Instructional Officers/School of Continuing Education Dean shall sit as ex officio members.
 - 2.1.1.3 The Vice Chancellor of Human Resources or designee possessing expertise with respect to statewide minimum qualifications, disciplines, and credentialing, who shall chair the committee and serve in a nonvoting capacity, except to cast the deciding vote in the case of a tie vote.
- 2.1.2 On a case-by-case basis, the standing membership shall be augmented to include one tenured faculty member from each campus whose primary assignment is in the discipline under consideration, and selected by the tenured faculty of the appropriate departments. If there is no tenured faculty member available whose primary assignment is in the discipline under consideration, a tenure-track faculty member or adjunct faculty member whose primary assignment is in the discipline under consideration may serve. While the particular application is being considered, the department representatives will participate fully in the committee deliberations and voting.

2.2 Policies and Procedures

- 2.2.1 No action shall be taken by the Equivalency Committee unless a quorum of the committee membership is present. A quorum shall consist of four voting members of the committee, exclusive of the Vice Chancellor of Human Resources or designee.
- 2.2.2 The standing membership shall determine the operational procedures of the committee.

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- 2.2.3 The committee shall establish a fixed and regular meeting schedule, and members shall be available to meet as required. Faculty members of the committee shall be afforded scheduling accommodations, if necessary.
- 2.2.4 A committee member shall not sit in consideration of his or her own case, or in any case that would otherwise involve a conflict of interest. In such cases involving a standing member of the committee, the appropriate senate shall appoint an ad hoc replacement.
- 2.2.5 The committee shall maintain thorough and accurate written records of its deliberations and decisions, which shall be preserved by the representative of the District Office of Human Resources.
- 2.2.6 The deliberations and records of the committee shall be confidential.

3.0 Equivalency Criteria

- 3.1 Equivalency is not a waiver of the minimum qualifications; rather, to be accorded equivalence, the applicant shall provide evidence, as specified herein, of qualifications that are at least equal to or greater than the prescribed minimum qualifications. A determination of equivalency will find qualifications that place the applicant in the same position as if he or she possessed the prescribed minimum qualifications.
- 3.2 For establishment of the equivalent of a required degree, the applicant shall be found to possess, by virtue of academic coursework, independent learning, experience, or a combination of these, at least the equivalent in level of achievement, breadth and depth of understanding and rigor of all of the following:
 - 3.2.1 General education required for that degree.
 - 3.2.2 Major coursework required for that degree.
 - 3.2.3 Coursework required for the area of emphasis or specialization, if specified within the minimum qualifications.
- 3.3 For establishment of the equivalent of required experience, the applicant shall be found to possess, by virtue of the quantity, quality, and diversity of experience:
 - 3.3.1 Demonstrated and specific discipline-related skills mastery, which will establish equivalence to the required experience.
 - 3.3.2 Extensive and diverse knowledge of the working environment of the discipline;

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- 3.3.3 Demonstrated mastery of the skills of the discipline, thoroughly enough for the specific assignment and broad enough to serve as a basis for teaching other courses in the discipline.
- 3.3.4 Certification and/or licensure equivalent to that required under the minimum qualifications.
- 3.4 In evaluating equivalency, the following may be considered:
 - 3.4.1 Transcripts providing evidence of appropriate courses successfully completed at an accredited college/vocational institution or through an appropriate foreign institution.
 - 3.4.2 Other evidence, of a clear and reliable nature, including, but not limited to, the following:
 - 3.4.2.1 Publications and other work products that show a command of the discipline and the major in question and that provide evidence of the general education and writing skills of the candidate.
 - 3.4.2.2 Resumes, employment statements, chronological listings, or other evidence of work experience relative to the discipline.
 - 3.4.2.3 Other evidence of demonstrated skill or accomplishment.
- 3.5 Determinations of equivalency shall exhibit uniformity, within and between cases. It is expected that prior decisions will be utilized as precedents in order to effect consistency, unless new factors or conditions indicate that a past decision is no longer valid.
- 4.0 **Review and Revision:** This procedure is subject to review and revision at the request of any senate or the Board of Trustees. Changes in this procedure shall require the joint agreement of the senates and the Board. Until there is joint agreement, this procedure will remain in effect.

Date of Adoption: Chancellor's Cabinet November 13, 2006