

# **AP 7211 Equivalency and Minimum Qualifications for Faculty and Administrators**

Reference:

**Title 5, Sections: 53404, 53410-20, 53430, Education Codes: 70901, 87350, 87355-87360, 87539, ACCJC Accreditation Standard III.A.2-4**

## **PURPOSE**

It is the position of the Feather River College Academic Senate, in the interest of outlining an equity-minded Equivalency policy, that the College provide teaching opportunities by granting Equivalency to those with applicable life experiences validating their expertise. The College recognizes that not all persons have equal access to higher education though they might otherwise qualify to teach specific courses. The Academic Senate considers it prudent and appropriate to honor such origins and experiences, and to acknowledge such obstacles facing those who would under different protocols qualify as successful instructors for the College's students. The following Equivalency Procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience in the discipline, nonetheless does possess qualifications equivalent to those in the Disciplines List as determined by the Board of Governors, or an appropriate valid California Community College Credential. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

- All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.
- 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 met the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.
- All degrees and units shall be from accredited institutions per Education Codes: 70901(b)(l)(B) and 87356.

## **EQUIVALENCY COMMITTEE**

The Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87539, 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...."

The Academic Senate Equivalency Committee shall:

- Include the lead faculty member (selected by the Division Chair) in the discipline, Division Chair, Academic Senate President, and the Vice-President Instruction/CIO (Chair).
  - If the lead faculty member is the Division Chair, an additional faculty member in a closely allied field will be selected by the Academic Senate President to serve on the committee.
  - If there is no lead faculty member in the discipline, a faculty member in a closely allied field will be selected by the Division Chair to serve on the committee.
- Use the *Equivalency Assessment Criteria* in reviewing evidence submitted by the applicant to decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline.
- Be available to review each equivalency application, transcripts, and other materials submitted by candidates to determine that the candidate meets the minimum qualifications.
- Grant an equivalency by majority vote of the Equivalency Committee. The lead faculty member or the selected faculty member from a closely allied field must be present for voting.
- Provide a statement describing the basis and criteria used in granting or denying the equivalency.
- Forward all equivalency determinations to the Academic Senate, Superintendent/President and the Board of Trustees for approval.

**A. EQUIVALENCY GUIDELINES FOR CREDIT COURSES FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE OR EQUIVALENT FOREIGN DEGREE (Title 5 Section: 53410)**

1. Master's degree in a reasonably related discipline, plus 18 units of coursework directly related to the discipline.
- 2a. Bachelor's degree in the discipline, plus 18 units of graduate coursework in a reasonably related discipline or relevant training, professional experience, certification or licensure in the discipline.
- b. Bachelor's degree in a reasonably related discipline, plus 18 units of graduate coursework in the discipline or relevant training, professional experience, certification or licensure in the discipline.

**B. EQUIVALENCY GUIDELINES FOR DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE (Title 5 Section: 53410)**

1. Bachelor's degree in any discipline, plus two years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.
2. Associate degree in any discipline, plus six years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.

### **EVIDENCE OF EQUIVALENCY**

If an individual does not meet the minimum qualifications specified in the current version of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the Chancellor's office ("Disciplines List"), the applicant may submit appropriate evidence to the college that would 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 per any of the following:

#### A. Educational Background

- Transcripts showing successful completion of coursework from an accredited college or foreign institution.

#### B. Professional/ Occupational Experience

- Relevant professional/occupational experience.

#### C. Accomplishments

- Relevant accomplishments to be considered in the determination of the equivalency (e.g., research publications, professional performances/exhibitions, honors or awards).

#### D. Certifications / Licensures

- Relevant training, certification(s) or licensures with supporting documentation.

### **Note: Per Title 5 Section: 53404**

#### Definition of Experience-

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.

Definition of Year-

“Year” means that 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.

Reference: BP #7211, AP #7211 Equivalency Application, Equivalency Committee Assessment Form, Certificate of Equivalency

Approvals:

Academic Policies Committee: March 24, 2021

Classified Senate: September 14, 2021

Academic Senate: May 12, 2021

Cabinet: October 1, 2021

**Feather River College**  
EQUIVALENCY APPLICATION

*If you do not meet the minimum qualifications as stated on the Job Announcement, you must complete this form to claim the equivalent to the minimum qualifications in the discipline. It is the applicant's responsibility to provide a complete application. Incomplete applications will not be considered. In order to fairly evaluate your application, please be detailed and thorough in your documentation. **In addition to this application, please provide a complete resume (or CV) and all transcripts.***

Name: \_\_\_\_\_

Discipline in which you are applying: \_\_\_\_\_

**A. Equivalency for disciplines requiring a master's degree or the equivalent foreign degree:**

1.  Master's degree in a reasonably related discipline, plus 18 units of coursework directly related to the discipline.
  
2.  a. Bachelor's degree in the discipline, plus 18 units of graduate coursework in a reasonably related discipline or relevant training, professional experience, certification or licensure in the discipline.  
  
 b. Bachelor's degree in a reasonably related discipline, plus 18 units of graduate coursework in the discipline or relevant training, professional experience, certification or licensure in the discipline.

**B. Equivalency for disciplines not requiring a master's degree or the equivalent foreign degree:**

1.  Bachelor's degree in any discipline, plus two years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.
  
2.  Associate degree in any discipline, plus six years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.

**C. Professional/ Occupational Experience**

List all professional/occupational and relevant experience in the discipline to be considered in the determination of the equivalency, or include on resume/CV.

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**D. Accomplishments**

List all relevant accomplishments to be considered in the determination of the equivalency (e.g., research publications, professional performances/exhibitions, honors or awards), or include on resume/CV.

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**E. Certifications / Licensures**

List all relevant training, certification or licensure in the discipline to be used in the determination of the equivalency, or include on resume/CV. Attach supporting documentation if appropriate.

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I affirm that the above information is a true and accurate account of my education and professional experience.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Per Title 5 Section: 53404)**

Definition of Experience

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 though can encompass life experience.

#### Definition of Year-

“Year” means that 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.

FEATHER RIVER COLLEGE  
Equivalency Committee Assessment

1.

**Candidate meets the equivalency requirements for disciplines requiring the Master's degree or the equivalent foreign degree based on the following:**

a. Master's degree in a reasonably related discipline, plus 18 units of coursework directly related to the discipline.

b. Bachelor's degree in the discipline, plus 18 units of graduate coursework in a reasonably related discipline or relevant training, professional experience, certification or licensure in the discipline.

c. Bachelor's degree in a reasonably related discipline, plus 18 units of graduate coursework in the discipline or relevant training, professional experience, certification or licensure in the discipline.

2.

**Candidate meets the equivalency requirements for disciplines not requiring the Master's degree or the equivalent foreign degree based on the following:**

a. Bachelor's degree in any discipline, plus two years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.

b. Associate degree in any discipline, plus six years of professional or occupational experience in the discipline. Relevant training, certification or licensure in the discipline may be taken into consideration as equivalent to degrees and/or experience as appropriate.



**FEATHER RIVER COLLEGE**  
**DISPOSITION OF EQUIVALENCY APPLICATION**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Equivalency Committee Members:

\_\_\_\_\_  
 Lead Faculty Member in discipline (Printed Name)

\_\_\_\_\_  
 Division Chair (Printed Name)

\_\_\_\_\_  
 Academic Senate President (Printed Name)

\_\_\_\_\_  
 Vice-President Instruction/CIO (Printed Name)

Full Discipline Equivalency granted in: \_\_\_\_\_

Please provide a statement describing the basis and criteria used in granting the equivalency.

Full Discipline Equivalency denied.

Please provide a statement describing the basis and the criteria used in denying the equivalency.

<u>VOTE</u>	Committee Members	Approved	Denied
	_____ Lead Faculty Member in discipline(Signature)	<input type="checkbox"/>	<input type="checkbox"/>
	_____ Division Chair (Signature)	<input type="checkbox"/>	<input type="checkbox"/>
	_____ Academic Senate President (Signature)	<input type="checkbox"/>	<input type="checkbox"/>
	_____ Vice-President Instruction/CIO	<input type="checkbox"/>	<input type="checkbox"/>

**The Feather River College Academic Senate and Board of Trustees**

have established that \_\_\_\_\_  
is certified to teach, having demonstrated Equivalent Preparation  
to the Minimum Qualifications in the discipline of

\_\_\_\_\_

\_\_\_\_\_  
Lead Faculty Member in the Discipline

\_\_\_\_\_  
Vice-President Instruction/CIO

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Academic Senate President

Certificate No. ###

Date: \_\_\_\_\_