

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

References:

Education Code Sections 87001, 87003, 87359, 87360 and 87743.2;
Title 5 Sections 53400 et seq.;
ACCJC Accreditation Standard III.A.2-4

Faculty Service Areas

Faculty service areas are established after negotiation and consultation as required by law with the appropriate faculty representatives. Faculty service areas are listed in Appendix C of the Faculty Contract.

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.

Minimum qualifications include three defined components:

- Mastery of academic or vocational discipline at the level noted in the Minimum Qualifications for Faculty and Administrators in California Community Colleges
- Mastery of general education knowledge and skill sets appropriate to the academic level noted in the Minimum Qualifications for Faculty and Administrators in California Community Colleges or, when no academic level is specified, mastery of general education knowledge and skills appropriate to the baccalaureate level (integral component of earned degree); and
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Equivalencies

The Academic Senate, through regular review of this procedure and through

faculty appointments to faculty screening committees, fulfills 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."

Equivalent Qualifications for Faculty

Candidates for a faculty position may meet the minimum qualifications for hiring through the equivalency process. Equivalencies may only be established for a discipline, not merely for a single course. Equivalency can only be established if the candidate possesses qualifications that are at least equivalent to the minimum qualifications. Candidates seeking determination of equivalency are responsible to provide evidence supporting the claim of equivalency for each of the three (3) sections of minimum qualifications as detailed below:

- Knowledge and skills equal to the requirements specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges;
- Attained coursework and/or experience equal to the general education component of an earned associate's or bachelor's degree as appropriate to the discipline and noted in the Minimum Qualifications for Faculty and Administrators in California Community Colleges; and
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Candidates not meeting the minimum qualifications may be determined equivalent by meeting the following criteria:

In disciplines normally requiring an MA/MS, the requirement of demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students PLUS one of the following must be satisfied:

1. BA/BS plus 30 semester units or more (to be determined by divisions) of graduate level coursework in the specific discipline from an accredited institution

OR

2. BA/BS plus licensure by a professionally recognized agency in the discipline from an accredited institution or entity

These criteria are reflected in the West Kern Community College District Equivalency Determination form available to applicants on the Taft College Website.

In disciplines where the master's degree is not generally expected or available (technical, trade, or industrial fields), one of the following must be satisfied:

1. Course work from an accredited institution and years of experience equivalent to either an AA/AS degree and six years of experience, or a BA/BS degree and two years of experience,
 - Refer to the CTE Minimum Qualifications related to Professional Experience-Compilation document

OR

2. If a candidate is claiming eminence in the field or discipline, s/he must provide proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in the West Kern Community College District Equivalency Determination form available to applicants on the Taft College Website.

Determination of Equivalencies

The following procedure is to be used to determine when an applicant for a 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. 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 meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence as described on the West Kern Community College District Equivalency Determination Form. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The screening committee for the faculty position will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the faculty members serving on the screening committee prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be scheduled for an interview.

The screening committee shall send its decisions concerning equivalency and non-equivalency to the appropriate division chair, academic senate president, and vice president of instruction before candidates are notified of interviews. The division chair, academic senate president, and vice president of instruction will review the decisions of the screening, asking the following questions:

1. Was the decision made in accord with this procedure?
2. Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
3. Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The faculty serving on the screening committee shall employ the following procedures in emergencies or special circumstances:

1. In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair, academic senate president, and vice president of instruction.

2. The division chair, academic senate president, and vice president of instruction will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by the division chair, academic senate president, and vice president of instruction.

3. For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - A. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - B. Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - C. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).



WEST KERN COMMUNITY COLLEGE DISTRICT
ACADEMIC PERSONNEL
Certification of Qualifications

Candidate for Faculty

This document certifies that the candidate below has met the qualifications for hire as a Taft College faculty member for respective discipline by satisfying the following requirements (see attached for documentation):

Candidate Name:		
Discipline:		
	(1)	Minimum Qualifications per CCCCCO's "Minimum Qualifications for Faculty and Administrators in California Community Colleges" document
	(2)	Equivalency for disciplines requiring a Master's Degree
		Applicant holds a Master's Degree that is not in the discipline, but a Bachelor's Degree that may be equivalent if: (1) the Master's Degree is in a related field or (2) the Master's Degree is in an unrelated field but the applicant possesses significant, verifiable discipline-related experience and skills.
		Applicant does not hold a Master's Degree, but combines verifiable education and experience to justify equivalency.
	(3)	Equivalency for disciplines in which a Master's Degree is not generally expected or available
		Education: possesses a BA/BS or AS/AS in a related field when the published minimum qualifications require a specific BA/BS or AS/AS.
		Education and Experience: Course work from an accredited institution/years of experience equivalent to either an AA/AS degree and six years of experience, or a BA/BS degree and two years of experience.
		Experience: 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.
Additional Information:		
Signature		
Vice President, Instruction:		
Vice President, Student Services:		
Equivalency Committee (when relevant):		
Academic Senate President:		
Division Chair:		

Equivalency Request Form

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 (Option) 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.
**Include as a separate document.*

PART (Option) 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.
** Include as a separate document*