

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Request for Equivalencies to Minimum Qualifications

The Local Governing Board is authorized to employ those who meet the minimum qualifications through equivalency.

The Local Governing Board will rely primarily upon the advice and judgment of the Academic Senate(s) to determine equivalencies to minimum qualifications through a defined process between the local Academic Senate(s) and the District.

A candidate for a faculty position cannot be hired if his/her qualifications are not equivalent to the minimum qualifications, as stated in the discipline's list, set by the State Chancellor's Office of the California Community Colleges in consultation with the Statewide Academic Senate. If a candidate believes that s/he meets the qualifications through equivalency, it is the responsibility of the candidate to indicate the basis for the equivalency and to provide conclusive evidence for the equivalency through official transcripts from an accredited institution consistent with Title 5 Regulations, publications, other work products, documentation of relevant work experience, or demonstration of mastery of a required skills as appropriate.

Prior to considering an individual candidate for an equivalency, the Department must first consider the specific equivalency criteria for the discipline (*Form I*). The discipline equivalency criteria must be reviewed and approved prior to the consideration of an individual requesting an equivalency. The qualifications of an individual candidate will be reviewed and documented (*Form II*) to determine if the candidate has met the minimum qualifications through equivalency already established by the Department in Form I.

Please note:

The equivalency in academic disciplines that have a minimum qualification of a Master's Degree or other required degrees and/or coursework should include equivalent academic preparation. Work experience, publications, or mastery of skill can not substitute for required academic coursework in these academic disciplines unless conclusive evidence is provided that delineates the components of the Master's Degree or any other required degree and that demonstrates how the work experience, publications, or mastery of skill satisfy each requirement of that degree.

In addition, a department cannot create an equivalency for a specific course within a discipline. The equivalency must be based upon the entire discipline and cannot be course specific.

Also, discipline equivalencies apply across the District and are not college specific. It is expected that a department will consult with the corresponding department at the sister college and include the department chair at the sister college in this process.

If a department wants to alter its approved equivalencies (*Form I*), the department must reconsider and file a new "Request for Equivalencies to Minimum Qualifications" (*Form I*). This will invalidate the prior Form I that was previously submitted by the Department and the new Form I will become the approved guideline for future considerations.

Instructions for Form I:

To assist the Academic Senate(s) and the local Governing Board in making valid decisions regarding employment of those who meet minimum qualifications through equivalency:

- A. The Department makes a request to the Academic Senate to convene a Department Equivalency Committee.
 1. The Equivalency Committee will be selected by the Department, in conjunction with the academic senate, and will include the following:
 - Academic Senate Representative appointed by the senate president
 - Department Chair or designee from both colleges or academic areas
 - Three faculty members from the department, faculty service area, discipline, or division. It is recommended that discipline faculty from both colleges be included.
 2. The Equivalency Committee may request an administrator to serve as a nonvoting resource person for the committee.

- B. The Equivalency Committee will:
 1. List the current minimum qualifications for the discipline (Form I, Item 1). Please refer to the latest version of the ASCCC Disciplines List.
http://asccc.org/sites/default/files/Minimum_Qualifications_2010.pdf
 2. List the equivalencies for the discipline that the department accepts as valid (Form I, Item 2).
 3. Below is a list of criteria that some departments have considered in determining valid equivalencies to meet minimum qualifications. This list is being provided to assist the department in deciding appropriate equivalencies and is not intended to be an inclusive list.
 - 1) University units in a discipline from an accredited institution
 - 2) Teaching Credentials
 - 3) Licensure
 - 4) Alternate degrees
 - 5) Years of Related Experience (*if applicable*)
 - 6) Mastery of Skill
 - 7) Continuing Education Units (*e.g. nursing*)
 - 8) Portfolio

Please note:

Equivalencies for disciplines that have a required Master's Degree or another required degree and/or coursework as a minimum qualification should include equivalent academic coursework. Work experience, publications, mastery of skill, etc. cannot

substitute for equivalent academic preparation unless conclusive evidence is provided that delineates the components of the Master's Degree or any other required degree and that demonstrates how the work experience, publications or mastery of skill satisfy each requirement.

Equivalencies are discipline specific and NOT course specific. An instructor granted an equivalency within a discipline meets the requirements to teach any course within that discipline district-wide.

4. Include a rationale to assist the President of the Academic Senate and the local Governing Board representative (the appropriate College President or designee) in the review process (Form I, Item 3).

C. Process for Submission:

1. Write in the discipline submitting the request.
 2. Obtain the signature of the Department Chair or designee from each college. If there is no corresponding program at the other college, then one chair signature is sufficient. A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.
 3. Obtain the signatures of the faculty from the Department, FSA Discipline or Division. A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.
 4. Obtain the signature of the appropriate Dean/Supervisor. This signature indicates that the dean has been informed of the department's support of the equivalency request and the dean's receipt of the request.
- D. If supported and signed by the Academic Senate representative on the committee, the Chair of the Equivalency Committee will forward the request to the Academic Senate President for approval.
- E. If denied by the Academic Senate President, the request will be returned to the Department listing reasons for denial.
- F. If approved by the Academic Senate President, the equivalency request will be forwarded to the College President or designee for review and then forwarded to Human Resources. The document will be posted on the Intranet by Human Resources.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Request for Specific Equivalencies to Minimum Qualification for a Discipline/Program

FORM I

Each time a department wants to alter its agreed upon equivalencies for all discipline hirings, it must file a new "Request for Equivalencies to Minimum Qualifications" form.

Name of the Discipline: _____

1) List the current Minimum Qualifications for the discipline:

2) List the equivalencies that the Department accepts as valid:

3) Rationale:

Submitted by: _____

Department: _____

REQUIRED SIGNATURES

SAC Department Chair or designee: _____

A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.

Signature: _____ Date: _____

SCC Department Chair or designee: _____

A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.

Signature: _____ Date: _____

Three faculty from the Department, FSA, Discipline or Division:

A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.

1) Faculty's Name: _____

Signature: _____ Date: _____

2) Faculty's Name: _____

Signature: _____ Date: _____

3) Faculty's Name: _____

Signature: _____ Date: _____

Academic Senate/Representative: _____

A signature indicates support for the equivalency and agreement that the proposed qualifications are equivalent to the minimum qualifications of the discipline.

Signature: _____ Date: _____

Academic Dean/Supervisor: _____

Signature indicates receipt of equivalency request.

Signature: _____ Date: _____

SAC Academic Senate President: _____ Date: _____

Signature: _____ Approved ___ Denied ___

SCC Academic Senate President: _____ Date: _____

Signature: _____ Approved ___ Denied ___

Reason for Denial:

College President or Designee: _____

Signature: _____ Date: _____

If not approved at any level, the form will be returned to the appropriate Department Equivalency Committee.