

Revision to District Administrative Procedure 7211: FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

Title 5 section 53430(b) states:

The [equivalency] process, as well as the criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon 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 faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.

At the time that the Board Policies and Administrative Procedures were revised in 2012, most policies and procedures relating to the Academic Senate's areas of purview under the 10 + 1 were reviewed by the District Academic Senate. However, due to an oversight, District Administrative Procedure 7211 (Faculty Service Areas, Minimum Qualifications, and Equivalencies) was not sent to the Academic Senate for review. As it was adopted by the Board of Trustees in January 2012, Administrative Procedure 7211 reflects the language of the model League procedure and bears little or no relation to the procedure that has been used in our district for determining equivalencies.

The District AB 1725 Equivalencies Committee had already begun a comprehensive review of the process used for determining Equivalency for faculty hirings. The FSA committee (comprised of the Equivalency Committee with additional representation from ACE) had also begun to look at the process used to review applications for secondary FSAs. Both processes are part of the same Administrative Procedure, and have been incorporated into this recommendation.

The process on the following pages has been reviewed multiple times by members of the District Equivalency Committee (Cathy Cox, Diane Hurd, Nichola Gutierrez, Stephanie Kashima, and Tim Karas), the ACE representatives who join the committee when it sits as the FSA committee (Rod Pavao and Mel Pritchard), and by the Human Resources representative on the committee (Francine Caracciolo).

It is the recommendation of the Equivalencies Committee that the District Academic Senate forward this process to the Board of Trustees with a recommendation for their approval.

AP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

References:

Education Code Sections 87001, 87003, 87359, and 87743.2;
Title 5 Sections 53400 et seq.

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

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.

Equivalencies Committee

The Equivalencies Committee is a District standing committee established jointly with the Academic Senate to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Board of Trustees 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 Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Equivalencies Committee determines if the qualifications of an instructor are equivalent to the minimum qualifications required for a discipline.

Membership

- Vice President of Instruction, or designee, from each college.
- Four Academic Senate representatives, two from each college, each serving a two-year term. Terms shall be staggered. A minimum of two faculty members must be present to validate the committee's decisions regarding equivalency.
- Up to two (2) ad-hoc full-time faculty members, one from each college, in the discipline for which the equivalency is requested. A full-time faculty member from a related discipline at the college requesting the equivalency may be recommended as the faculty discipline representative.
- The Equivalency Committee will be co-chaired by two of the Academic Senate representatives. Decisions will be determined by consensus.

- Human Resources personnel attend the Equivalency Committee meetings for the purpose of presenting requests, providing documentation as needed, and providing historical information and other information as needed for the Committee.

Definition of Equivalency

Equivalency means equal to the minimum qualifications for a particular discipline as listed in *Minimum Qualifications for Faculty and Administrators in the California Community Colleges* (the “Disciplines List”), or to any higher qualifications for a specific discipline that have been recommended by the District Academic Senate and approved by the Board of Trustees.

- In some cases, this means equal to a Master’s degree in a discipline.
- In disciplines for which a Master’s degree is not generally available or expected it means equal to either a degree or a combination of degree and experience.

The Equivalency Committee may not modify or create new disciplines for the purpose of awarding equivalency. All modifications and additions to the Disciplines List must be approved by the Academic Senate and the Board of Trustees.

Determination of Equivalencies

The Human Resources Department prepares for and participates in all equivalency meetings, and maintains District historical records of all faculty equivalency decisions. Equivalencies Committee meetings are coordinated by the Human Resources Department and scheduled as often as needed to meet the needs of the District.

The assigned Human Resources Specialist shall ensure that all equivalency procedures and appropriate documents are posted to the District website and appropriate equivalency forms are included in employment application materials.

The assigned Human Resources Specialist shall ensure that the most recent version of the Disciplines List is posted on the District website. A list of Board-approved local minimum qualifications will also be maintained and posted to the District website.

- All faculty position announcements will state the required qualifications as specified by the Disciplines List or, if established and approved by the Board of Trustees, the local qualifications, 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 be asked to state their reasons and to present evidence, including at a minimum unofficial copies of all transcripts, both undergraduate and graduate.

- It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application. Job announcements will include notification to applicants that they must provide conclusive evidence of equivalency and provide supporting documentation as appropriate.
- Candidates seeking equivalency will be informed by Human Resources staff. If equivalency is denied, a brief summary of the reasons for denial will be provided.

The Human Resources Department will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Applicants with foreign degrees must provide an evaluation of foreign degree equivalency from a reputable evaluating organization. Before applicants have been selected for interview, those claiming equivalency will have their claims examined by the Equivalency Committee. Only applicants who are found to possess equivalent qualifications shall be selected for interview.

Equivalency is determined on the basis of the Disciplines List to include locally established minimum qualifications (see “Definition of Equivalency”, above). Equivalency is granted for an entire discipline, not for a specific class or classes.

The Equivalency Committee may not modify or create new disciplines for the purpose of awarding equivalency. All modifications and additions to the Disciplines List must be approved by the Academic Senate and the Board of Trustees.

Equivalency Criteria

In evaluating the qualifications of applicants, the Equivalency Committee reviews transcripts and other supporting documents.

- The committee does not review responses to supplemental questions, diversity statements, cover letters, and the like.
- Degrees and coursework must be from accredited institutions.
- Equivalency granted by another community college district does not establish equivalency in this district.

Disciplines requiring a Master’s Degree

Equivalency may be granted if the applicant possesses a Master’s degree but the title is not exactly the same as indicated in the minimum qualifications, as long as the degree is determined to be equivalent based on a review of the core coursework.

Example:

Master’s in Politics and Public Policy instead of *Master’s in Political Science*

Master’s in Library and Information Systems instead of *Master’s in Library Science*

Equivalency may also be granted if the applicant possesses a BA/BS degree and a minimum of 30 additional semester units of upper division/graduate level courses in the discipline from an accredited institution.

Rarely, in certain disciplines such as art, theater arts, dance, or music, a BFA (Bachelor's in Fine Arts) degree in the subject matter of the discipline may be combined with extensive, documented apprenticeship or internship programs and performance or exhibitions to provide evidence of equivalency to the Master's degree. This determination shall be made on a case-by-case basis. One full-time year of apprenticeship will typically be equivalent to one full-time semester of graduate study in the discipline. Performances and/or exhibitions following the apprenticeship may be evaluated to determine whether the skills gained from the apprenticeship constitute adequate preparation in the discipline.

Disciplines **not** requiring a Master's Degree:

For disciplines recognized by the State of California as not requiring a Master's degree, the minimum qualifications are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience. The professional experience required must be directly related to the faculty member's teaching assignment.

Equivalency may be granted if the applicant possesses an AA/AS degree plus both of the following criteria:

1. 60 semester units of appropriate coursework in the discipline, as shown on transcripts from an accredited institution.
2. Two years of full-time occupational or teaching experience in a related area, showing a demonstrated level of achievement and breadth of understanding to be able to teach effectively in the discipline.

Faculty Service Areas

Full-time faculty are assigned to a Faculty Service Area (FSA) at the time of hire. Subsequently, a faculty member may apply to be granted a secondary FSA in accordance with article 28 of the agreement between the Association of College Educators (ACE) and the District. The purpose of securing a secondary FSA is to be placed by seniority in another position in the event of a reduction in force. The Faculty Service Area Committee makes recommendations on FSAs to the Associate Vice-Chancellor of Human Resources,

FSA Committee Membership

- Vice President of Instruction, or designee, from each college.
- Four Academic Senate representatives, two from each college, each serving a two-year term. Terms shall be staggered. A minimum of two faculty members must be present to validate the committee's decisions regarding equivalency.
- The Director of Human Resources or designee.
- Two ACE representatives, one from each college, appointed by ACE.

The FSA Committee will be co-chaired by two of the Academic Senate representatives. Decisions will be determined by consensus.

Applications for FSAs are available from and will be collected by Human Resources. On a regular basis, not less than once a semester, applications will be considered by the FSA committee. All applicants for a secondary FSA must possess minimum qualifications for the discipline of the FSA, and must establish “competency” (recency) as delineated in Article 28.

Once granted, an FSA remains in effect for five years. The faculty member is responsible for applying to renew an FSA, and for supplying all necessary documentation and evidence in support of the application or renewal request each time an FSA is requested.

Applicants shall be notified of the decision of the committee in writing by Human Resources within one week. If the decision is to deny the FSA a brief summary of the reasons for denial will be provided. If an application is denied, the applicant may appeal for reconsideration if additional evidence or information is provided to support the request.

Date Approved: