



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 7 – Human Resources

#### AP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, & EQUIVALENCIES

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#### Faculty Service Areas

Faculty Service Areas (or FSAs) are a staffing determination based on equivalency or clear minimum qualifications and are solely relevant in regards to layoffs, if those occur. FSAs are not equivalencies or Minimum Qualifications. Faculty may apply for an additional FSA only after they have qualified for Equivalency or Minimum Qualifications as outlined in this AP.

#### 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. The Minimum Qualifications for Faculty and Administrators in California Community Colleges lists those disciplines taught in the California Community College System and the minimum qualifications related to each discipline. The Board of Governors of the California Community Colleges relies primarily on the advice of the Academic Senate for the California Community Colleges (ASCCC) in revising the disciplines list. All faculty position announcements shall state the required minimum qualifications as specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges (also known as the Minimum Qualifications Handbook).

#### Procedures for Determination of Equivalency

All faculty position announcements will reference AP 7211: Faculty Service Areas, Minimum Qualifications, & Equivalencies, as will an active link on the District People, Culture, and Technology Services' web site. All faculty position announcements will also highlight the requirement that an equivalency application must be made at the time of applying for a position if an applicant does not meet minimum qualifications.

It is the responsibility of Employment Services within the District People, Culture, and Technology Services (formerly Human Resources) Department to screen each application to verify that either the equivalency requirements have been satisfied or that minimum qualifications are met prior to making an offer of employment. Applicants for either tenure-track or part-time faculty positions who do not meet minimum qualifications should contact the Dean or Department Chair who oversees the target discipline to begin the equivalency process outlined here before the upcoming semester. (The California Community Colleges Chancellor's Office maintains the Minimum Qualifications Handbook that determines eligibility for academic and administrative positions in the California Community Colleges system.)

An applicant who does not possess the specific degree named in the Minimum Qualifications Handbook but believes they possess equivalent qualifications is invited to complete the Application for Equivalency Determination. An applicant who submits that application must provide conclusive evidence that they possess qualifications that are equivalent to the required minimum qualifications for the position. They may request 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 Faculty Discipline Expert Committee, the Academic Senate Equivalency Committee, and, if necessary, the District Wide Equivalency Committee. (If the ASEC is unable to reach a conclusion or approve the equivalency application, the application would be reviewed by the DWEC.) The following procedures describe the SDCCD's process for verification of equivalency by the Faculty Discipline Expert Committee, the Academic Senate Equivalency Committee, and, if necessary, the District-Wide Equivalency Committee. The determination of equivalency and recommendation to the Board of Trustees is exclusively reserved for each college's Academic Senate via the processes outlined in this procedure. The same equivalency process will be followed for both contract and adjunct faculty positions. Because practitioners in disciplines such as Nursing and other CTE and related programs may have earned state-level or other certifications, applicants should include those in their application for equivalency.

#### Faculty Discipline Expert Committee (FDEC)

Each college will establish its own Faculty Discipline Expert Committee (FDEC) on an as needed basis. The FDEC will include at least two discipline experts with adequate academic and/or professional experience. Upon receipt of an applicant's Application for Equivalency Determination, the FDEC shall review the submission.

If the FDEC recommends equivalency, they shall forward the application, with the signed Equivalency Evaluation Form, to their college's Academic Senate Equivalency Committee (ASEC).). If the FDEC does not recommend equivalency, the FDEC shall inform the ASEC and Employment Services. Employment Services shall then notify the applicant and if necessary, remove the applicant from further participation in the selection process. If the applicant wishes to appeal the FDEC's decision, they can forward their application to the DWEC.

Once an applicant has been deemed by the ASEC of any college in the District to meet minimum qualifications in a discipline via this equivalency process, the equivalency will apply district wide. No department is under any obligation to hire an applicant based solely upon their having been granted an equivalency.

#### The Academic Senate Equivalency Committee (ASEC)

The Academic Senate Equivalency Committee (ASEC) members shall be appointed according to that college's Academic Senate Constitution and Bylaws. The ASEC shall be composed of at least three faculty who are outside the discipline for which the applicant is being considered. A member of the FDEC may be included as needed for clarification.

The ASEC shall:

1. Be available to the FDECs as a resource regarding equivalency determinations, to further clarify criteria as needed.

2. Review the recommendations of the FDECs, asking the following questions:
  - a. Was the decision made in accord with this procedure?
  - b. Specifically, did the FDEC follow the criteria for evidence of equivalency stated in this procedure?
  - c. Are the FDEC's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?
3. If the ASEC reaches a conclusion, they will forward their recommendation to the Board of Trustees, as per Education Code 87359.

Should the ASEC be unable to come to an agreement, or if the applicant wishes to appeal the ASEC or the FDEC's decision, the matter will be forwarded to the District Wide Equivalency Committee (DWEK, see description, following). The DWEK shall forward their recommendation to Employment Services. Employment Services shall then notify the applicant, the ASEC, and the FDEC. If necessary, Employment Services will remove the applicant from further participation in the selection process. The decision of the DWEK shall prevail, in accordance with Ed. Code Section 87359.

The final decision to grant equivalency lies with the Board of Trustees (Education Code 87359), which must rely primarily on the input from the discipline specialists (AB 1725).

#### The District-Wide Equivalency Committee (DWEK)

The four college Academic Senate Presidents or their designees shall constitute the District-Wide Equivalency Committee. The DWEK fulfills the requirement of Education Code section 87359. The DWEK shall:

4. Be available to ASECs as a resource regarding equivalency determinations, to further clarify criteria as needed.
5. Review those equivalency issues that cannot be resolved at the campus level. Representatives from the relevant FEDCs and ASECs can attend meetings of the DWEK as a resource.
6. DWEK recommends equivalency determinations to the Board of Trustees, as per Education Code 87359.
7. Review the Equivalency procedures and recommend necessary changes to the Academic Senate and Board of Trustees.

#### Employment Services, within the District People, Culture, and Technology Services Department

Employment Services shall:

1. Notify the applicant and if necessary, remove the applicant from further participation in the selection process, in cases that the FDEC, ASEC, or DWEK does not recommend equivalency.
2. Receive and maintain complete records of all equivalency determinations

from the ASECs and DWEC.

3. Not screen applicants for equivalency, but will highlight the requirement that an equivalency application must be made at the time of applying for a position if an applicant does not meet minimum qualifications.
4. Screen applicants for minimum qualifications before formally offering employment to an applicant.

### Criteria for Determining Equivalency

The following criteria are to be used by the FDEC, the ASEC, and the DWEC when reviewing requests for equivalency and when making recommendations to the Board of Trustees regarding equivalency to minimum qualifications for faculty positions.

An applicant requesting equivalency must provide conclusive evidence in regard to the following:

1. For establishing the equivalent of a required degree, possession of the equivalent in level of achievement and breadth, depth of understanding, and rigor for each of the following as separate and distinct criteria. This standard applies whether the relevant degree is a master's degree in a specific discipline, as on the master's degree list of minimum qualifications, or "any associate degree" or "any bachelor's degree" required by the non-master's list of minimum qualifications:
  - a. The General Education required for that degree; and
  - b. Course work required for the degree major.

An applicant must provide conclusive evidence at the time of application in regard to both (a) and (b) above to be considered to possess the equivalent of the degree in question.

Conclusive evidence for establishing equivalence to a specific master's degree, or to any bachelor's or associate's degree might include, but would not be limited to:

One hundred and twenty (120) semester units, including a core of General Education courses that would be recognized by an accredited bachelor's degree granting institution, PLUS two years of full time or equivalent work experience in the discipline of assignment, or

- A. Sixty semester units, including a core of General Education courses that would be recognized by an accredited associate degree granting institution, PLUS six years of full time or equivalent work experience in the discipline of assignment, or
- B. Recognized licensure or certification in the discipline of assignment PLUS six years of full time or equivalent work experience in the discipline of assignment, or
- C. Verifiable eminence in the discipline of assignment, defined as superior knowledge and skill in a discipline in which this district offers instruction. The superior knowledge and skill is determined in comparison with the generally accepted standard of achievement, measured by recognized authorities, as

identified by faculty in the discipline.

Note: When someone is granted equivalency, it is within an entire discipline, as opposed to a single course; therefore, someone who is granted equivalency through eminence should demonstrate that eminence in the discipline as a whole.

2. For the equivalent of required professional experience, possession of thorough and broad knowledge for each of the following as separate and distinct criteria:
  - a. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; and
  - b. Extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence shall be:

1. A transcript showing that the applicant successfully completed appropriate and relevant courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district;
2. Publications that show the applicant's command of the major in question, and his or her general education;
3. Other work products that show the applicant's command of the major or occupation in question; and
4. Professional or occupational experience verification.

**Reference:**

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

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**Date Approved: May 13, 2010**

**Revised:**

*(Supersedes procedure AP 7211)*



SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT

**APPLICATION FOR EQUIVALENCY DETERMINATION**

***This form needs to be updated as per these revisions***

FOR THE POSITION OF: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

**INSTRUCTIONS:** THE INFORMATION REQUESTED BELOW IS REQUIRED OF ALL APPLICANTS NOT HOLDING THE STATED MINIMUM QUALIFICATIONS, WHO SEEK CONSIDERATION ON THE BASIS OF EQUIVALENCY. APPLICANTS WHO APPLY ON THE BASIS OF EQUIVALENCY SHALL SUBMIT THIS SUPPLEMENT, AS WELL AS ALL OTHER MATERIALS SPECIFIED UNDER "Special Instructions to Applicants" ON THE JOB POSTING.

REFERENCES TO RÉSUMÉS AND MATERIAL OTHER THAN ADDITIONAL SHEETS REQUIRED TO COMPLETE THIS FORM WILL NOT BE ACCEPTABLE.

PLEASE BE SURE TO RESPOND TO QUESTIONS 1 THROUGH 7, BY INCLUDING THE QUESTION NUMBER AND YOUR RESPONSE.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. List all academic preparation that should be considered to determine equivalency. Please use a table format and indicate the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Electronic transcripts and copies of course descriptions should also be attached.

2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.

3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)

4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.

5. List relevant memberships and/or organizational activities that should be considered to determine equivalency.

6. List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.

7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.



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Equivalency process approved:

### EQUIVALENCY EVALUATION FORM

On this date, \_\_\_\_\_, the \_\_\_\_\_ Equivalency Committee evaluated the application of: \_\_\_\_\_, for a faculty assignment in the following discipline: \_\_\_\_\_ at \_\_\_\_\_ (Campus).

The applicant has declared that they have an equivalency to the minimum qualifications (MQ's) for this discipline. The Equivalency Committee determined that the applicant has established an equivalency to the minimum qualifications for this discipline based on the following evidence:

Type of evidence presented (check all that apply and attach documentation to this Evaluation form):

- Transcripts   
  Certification(s)   
  Publications   
  Professional experience   
  Other (please describe)

*If conclusive evidence is based upon appropriate coursework, please list the specific courses that apply to this equivalency*

Course #	Course Title

Course #	Course Title

Faculty Discipline Expert Committee	Discipline

A. S. Equivalency Committee	Discipline

District Wide Equivalency Committee / Discipline			