

AP 7211

EQUIVALENCE TO MINIMUM QUALIFICATIONS FOR ACADEMIC PERSONNEL

I. Purpose

All academic personnel must meet minimum qualifications as set forth in the [Board of Governor's \(BOG\) Disciplines](#) and in Title 5 of the California Code of Regulations. Districts are authorized to establish local policies and practices for determining equivalence to the minimum qualifications.

This policy establishes criteria and procedures for the application of equivalencies to the minimum qualifications established in Hartnell College Board Policy. The standards and practices set forth in this policy shall be applied to determine the qualification for hire of candidates, for credit or noncredit assignments, who state they possess education, training, and/or experience at least equivalent to the minimum qualifications established by Title 5.

II. Policy

It is the policy of Hartnell College that hiring procedures and guidelines be established to provide for college academic personnel who:

- are highly qualified,
- are expert in their subject and administrative areas,

The Board of Trustees, represented by the Administrative and Faculty Senate, has an inherent professional responsibility in the development of policies and procedures governing the hiring process, and in the selection of peers. Essential to fulfill these responsibilities are the standards established when an applicant for a faculty position, though lacking the qualifications specified in the BOG Disciplines List and in Title 5 as minimum, does not possess qualifications that are at least equivalent. In such cases, to allow consideration of the applicant as part of the application process,

III. Equivalency Review Committee

An Equivalency Review Committee consisting of the following members shall conduct

determination of Equivalency to Minimum Qualifications:

Academic Senate President, or designee

One faculty member from the discipline for which a candidate is applying for equivalence

One additional faculty member appointed by the Academic Senate to serve for the year
Chief Instructional Officer, or designee

IV. Standards

The granting of equivalency is on a case-by-case basis. Equivalency may be achieved by course work or work experience. Equivalency may never mean lesser qualification than the published minimum qualifications.

A candidate who claims equivalent qualifications shall be responsible for providing conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that s/he has qualifications at least equivalent to those required. The candidate shall also be available for interview or examination, if requested. All material provided shall remain in the applicant's file or personnel file.

Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate shall or shall not be interviewed or hired. Once granted equivalency, the candidate shall be placed in a pool of qualified applicants, any number of whom may be considered for a given position. Adjunct faculty applicants granted equivalency prior to the implementation of this policy must be re-evaluated under the terms of this policy. Fulltime fac 0 01 Tc 0.003 Tw 0.31 j 0.02(m)0 Tc 0 Tw 6.02 0 Td (-)Tj 0. trr p4(n)10(ts)6(,)5

may possess equivalent qualification, which may be in the form of academic coursework and/or degrees, or work experience, or a combination thereof. An applicant making such a claim must provide conclusive evidence of meeting the requirements stated below.

Faculty hiring falls into three categories as defined by the BOG Disciplines List:

- c. In rare cases, a Bachelor's degree in the discipline specified in the job announcement or a related discipline as identified in the BOG Discipline's List or determined by the Equivalency Committee, plus 30 additional semester units of graduate coursework in the disciplines specified in the job announcement. This must include coursework designed for master's level research.

2. Formal Education Equivalent to the Bachelor's Degree:

IX. Community College Teaching Credentials

Applicants holding a valid California Community College Teaching Credential appropriate to discipline are viewed as meeting minimum qualifications. (Credentials were offered prior to 1990 and were grandfathered into the minimum qualifications definitions.) In such cases the equivalency process is not necessary.

IX. Emergencies

Hiring, and thus the need to determine equivalencies, may sometimes occur under very short timelines and during times when faculty are not working, i.e. during the days just before a semester begins. The Academic Senate President or designee and the annual faculty appointment to the Equivalency committee will make every effort to be available for such equivalency needs. In such rare instances as review by the full Equivalency Review Committee is not possible, the Chief Instructional Officer and the President of the Academic Senate or designee can mutually agree to review the applicant's file and grant equivalency for a period not exceeding one semester if applicant meets all criteria for equivalency. Equivalencies granted under this emergency clause must be reviewed through the regular equivalency process before applicant may be offered further assignments.

X. Faculty Seeking to Serve in an Additional Discipline

Faculty already employed under a contract may acquire new assignments only if they meet the requirements specified in the contract. (G-4(m)10(n A)9(ddi)9(ti)-c 04tH3.99 3e)13(nts)8c 0.0e 1s05
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applicable provisions of the Education Code and Title 5 of the California Code of Regulations.

XII. Review and Revision