FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

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.

Equivalency Committee
The Academic Senate Equivalency Committee shall consist of the Academic Senate Vice President as chair and three to five regular members of the faculty at large. The committee shall:
- Be available as a resource to screening and selection committees.
- Recommend all equivalency determinations to the board.
- Keep careful records of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Equivalent Qualifications for Faculty

Only infrequently will candidates for a faculty position meet the minimum qualifications for hiring through the equivalency process. Candidates not meeting the minimum qualifications for service as a College of the Sequoias faculty member may be determined equivalent by meeting the following criteria:

In disciplines normally requiring an M.A./M.S. one of the following must be satisfied:

- B.A./B.S. plus 36 semester units or more (to be determined by the divisions) of graduate level coursework in the specific discipline from an accredited institution,

OR
• B.A./B.S. plus licensure in the discipline from an accredited institution or entity,

OR

• If a candidate is claiming eminence in the field or discipline, s/he must provide the committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field both in the regional area and on a state, national or international level. These criteria are reflected in a questionnaire that must be completed by all candidates requesting equivalency based on eminence.

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:

• Course work from an accredited institution/years of experience equivalent to either an AA/AS degree and six years experience, or a BA/BS degree and two years of experience,

OR

• If a candidate is claiming eminence in the field or discipline, s/he must provide the committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field in the regional area or on a state, national or international level. These criteria are reflected in a questionnaire that must be completed by all candidates requesting equivalency based on eminence.

The Equivalency Process

The equivalency process is adjunct to the hiring process. As soon as the hiring committee has decided that they have a candidate who (a) they wish to interview, (b) does not meet minimum qualifications for the position, but (c) in their view possesses equivalent qualifications as specified above, then the department chair shall immediately contact Human Resources to initiate a formal review by the Equivalency Committee.

1. Applicant Responsibilities—applicants are responsible for providing all required forms and documentation in support of their equivalency claim.
2. Department Responsibilities
   • Departments will decide whether candidates may apply for equivalency under eminence.
   • Departments may require more, but not less, than the minimums listed above for equivalence.
• Departments will determine what coursework should be acceptable in lieu of an MA/MS
• Departments will determine the currency of a candidate’s experience.
• For a candidate claiming eminence, the three faculty who sign the document supporting the request must also provide a paragraph or more of written justification in support of the candidate’s claim of eminence.
• Departments will provide Human Resources with a complete set of paperwork in support of the requested equivalency.

3. Human Resources Responsibilities
• Human Resources will notify the VP Academic Senate as soon as an equivalency request is received.
• Human Resources will provide the VP Academic Senate with a complete set of all paperwork in support of the equivalency application.
• Human Resources will forward approved equivalencies to the Board of Trustees at the completion of the process.

4. Equivalency Committee Responsibilities
• The VP Academic Senate will promptly convene the committee.
• The committee will make and record a determination on the Record Sheet and return all paperwork to Human Resources with a final recommendation to be forwarded (if approved) to the Board of Trustees.
• The VP Academic Senate will keep a record of all determinations.

Other Considerations

1. College of the Sequoias does not accept equivalency granted by another institution.

2. In the case where a department wishes to appeal a negative decision by the Equivalency Committee, they may do so by sending a letter explaining their reasons for appeal to the president of the Academic Senate and asking to be placed on the agenda for the next meeting. The department chair or designee will have an opportunity to present the case for equivalency at that meeting, the senate will make a decision to accept or reject the appeal, and if the appeal is accepted the senate president will notify Human Resources so that the equivalency recommendation can be forwarded to the Board.

3. This same procedure described above shall apply to faculty who wish to apply for a new FSA except that the process shall begin when the faculty member submits a request to Human Resources together with the information indicated above.

4. Foreign degree equivalency will be determined by the Council on Post Secondary Accreditation. Therefore, foreign degree holders will be referred to the Chancellor’s Office for California Community Colleges,
Credentials Evaluation Service. The expense of this evaluation is the responsibility of the applicant.

5. In case of an emergency or unforeseen special circumstance in which the full hiring process cannot be completed in a timely manner and the candidate is an equivalency claimant, the following shall apply:
   - The department chair in consultation with the area dean will, to the best of his or her ability make an honest evaluation of the candidate’s claim.
   - If they feel the candidate meets the criteria for equivalency they will immediately notify the Director of Human Resources or his/her designee and begin the equivalency process.
   - The Director of Human Resources will immediately notify the VP Academic Senate that an emergency equivalency situation exists. If the VP cannot be reached, the President of the Academic Senate will be notified, and if the president is unavailable, the chair of Committee A will be notified.
   - All parties understand that in order to follow the requirements of the Education Code, assure the validity of student transcripts and maintain state apportionment, the District can only hire applicants whose equivalency has been established through this procedure.

6. Forms Attached:
   - EQUIVALENCY DETERMINATION STEPS
   - EQUIVALENCY DETERMINATION RECORD SHEET
   - EQUIVALENCY DETERMINATION CHECKLIST
   - EQUIVALENCY QUESTIONNAIRE FOR ACADEMIC PROGRAM POSITIONS
   - EQUIVALENCY QUESTIONNAIRE FOR VOCATIONAL EDUCATION PROGRAMS

Reference:
Education Code Sections 87001, 87003, 87743.2; Title 5, Section 53400 et seq.