

Equivalency Policy

Minimum Qualifications for Faculty

The minimum qualifications for service as a College of the Sequoias faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

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

1. Possession of a master's degree (or equivalent foreign degree) in the discipline of the faculty member's assignment.
2. Possession of a master's degree (or equivalent foreign degree) in a discipline reasonably related to the faculty member's assignment (as determined by the State Chancellor's Office minimum qualifications document) and possession of a bachelor's degree in the discipline of the faculty member's assignment.

In disciplines where the master's degree is not generally expected or available (specialized technical, trade or industrial fields), one of the following must be satisfied:

1. Possession of a bachelor's degree plus two years of professional experience directly related to the faculty member's assignment; or
2. Possession of an associate degree plus six years of professional experience, directly related to the faculty member's assignment.

Equivalent Qualifications for Faculty

Candidates not meeting these minimum qualifications may be determined equivalent by presenting the following criteria:

In disciplines **normally** requiring an M.A./M.S.

- 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 equivalency 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, or national, or international level.* These criteria are reflected in a questionnaire which must be completed by all candidates requesting equivalency based on eminence.

* Candidates seeking equivalency based on eminence in a **vocational education** program may be considered on a regional, or state, or national/international level.

In disciplines where the master's degree is **not** generally expected or available (specialized technical, trade, or industrial fields), one of the following **must** be satisfied:

- Coursework must be from an accredited institution or its equivalent so that the coursework, certificates, and/or workshops equal the AA/AS degree or BA/BS degree. Candidates seeking equivalency under this provision must also have the appropriate number of years of experience. (six years AA/AS and 2 years BA/BS)

OR

- If a candidate is claiming eminence in the field or discipline, s/he must provide the equivalency 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, or national/international level.* These criteria are reflected in the Equivalency Questionnaire which must be completed by all candidates requesting equivalency based on eminence.

* Candidates seeking equivalency based on eminence in a **vocational education** program may be considered on a regional, **or** state, **or** national/international level.

Policies

1. Definitions of terms used in this policy:

Reasonably related: The definition of “reasonably related” is those courses within the discipline list as they appear in the Chancellor’s Office Discipline Lists [Title 5, Article 1, §53407(2)]

Eminence: Work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field both in the regional area and on a state, or national, or international level.* These criteria are reflected in a questionnaire which must be completed by all candidates requesting equivalency based on eminence.

* Candidates seeking equivalency based on eminence in a **vocational education** program may be considered on a regional, or state, or national/international level.

2. Department responsibilities:
 - Departments may choose to forward a candidate for either single course or full–subject matter equivalency.
 - Departments may request approval of eminence as a qualification for equivalency.
 - Departments may require more, but not less, than the minimum of 36 semester units or the equivalent of graduate level coursework for equivalency candidates. If divisions wish to require more than 36 units in a particular discipline, that division must inform the Equivalency Committee during the Fall semester of the academic year prior to the consideration of any equivalency candidates in that discipline.

- Departments determine what coursework should be acceptable in lieu of an M.A./M.S.
 - Departments will determine a timeline for currency of a candidate's experience.
 - For a candidate claiming equivalency, the three faculty who sign the document supporting the request for equivalency must also provide a paragraph or more of written justification in support of the candidate's claim for eminence.
3. Equivalency Committee
- The Equivalency Committee shall include the Academic Senate Vice President as chair and faculty members appointed by the Academic Senate. One additional faculty representative shall be appointed from the division recommending equivalency if that division does not already have a member serving on the Equivalency Committee.
 - All equivalency decisions are final.
 - The Equivalency Committee will review the applicant's materials including the Equivalency Questionnaire. The Equivalency Questionnaire will be rated for the strength of each item/response. Completion of the requested materials does not guarantee approval.
4. Criteria for seeking equivalency
- College of the Sequoias will not accept equivalency granted by another institution. Each candidate must fulfill the equivalency demands of COS.
 - These same criteria will apply for currently employed adjunct faculty seeking equivalency in another discipline as well as new applicants.
 - Foreign degree equivalency will be determined by one of the six regional accrediting agencies recognized by the Council on Post Secondary Accreditation. All foreign college and university degrees must be evaluated to ensure the educational background is equivalent to U.S. degrees or credits. Therefore, foreign degree holders will be referred to the Chancellor's Office for California Community Colleges, Credentials Evaluation Service for confirmation of the degree's equivalency. The expense of this evaluation is the responsibility of the applicant.
 - Candidates who are not yet finished with their degree programs will be encouraged to apply under the internship programs rather than seeking equivalency.
 - A candidate may reapply no more than three times and only if the new application contains significant additions.
 - Equivalency questionnaires are to be included in the application packet for instructors at College of the Sequoias.

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EQUIVALENCY QUESTIONNAIRE
FOR
ACADEMIC PROGRAM POSITIONS

DIRECTIONS: Provide as much explanation and supportive documentation as possible in answering the following questions. Please do not simply answer “yes” or “no” without providing background information. Eminence is granted rarely (only to those who are truly qualified) and must be supported with documentation requested in the questionnaire. Your answers may be written on a separate document.

1. Are you requesting “full” or “partial” equivalency?
Full = Right to teach all classes in a department/field;
Partial = Right to teach only one class/topic area in a department/field.
2. Specify the classes you are seeking to teach and indicate whether you are seeking equivalency based on “eminence.”

If based on eminence, please read the complete policy on eminence then answer the following questions and provide supporting documentation.

If your request is not based on eminence, explain why you feel you meet the other criteria for equivalency.

Questions 3 through 10 of the questionnaire must be completed only by those candidates seeking equivalency based on eminence.

3. Are you recognized as “eminent” by experts in your field?
Specify who these references are and provide a letter from each of at least three (3) of these individuals. None of the reference letters may be from the same three faculty members who signed the divisional support document and provided justification paragraphs for your application.
4. Have you had any teaching and training experience in your field? Specify/provide proof.
5. Have you ever been invited to present/lecture/speak/perform at a conference or other event? Specify and provide documentation.
6. Have you ever published, recorded, exhibited, or performed in your field? Specify.
7. Have you ever received an award in your field? Was this award from an accredited institution? Specify.
8. Have you ever been awarded an honorary degree in your field? Specify.
9. Have you ever served in relevant leadership positions in your field at the local, state or national level? Specify.
10. Is there anything else you would like the committee to consider in your bid for equivalency based on eminence that was not covered in this questionnaire? Please include any additional qualifications you feel you have exhibited in your field.

EQUIVALENCY QUESTIONNAIRE
FOR
VOCATIONAL EDUCATION PROGRAMS

DIRECTIONS: Provide as much explanation and supportive documentation as possible in answering the following questions. Please do not simply answer “yes” or “no” without providing background information. Eminence is granted rarely (only to those who are truly qualified) and must be supported with documentation requested in the questionnaire. Your answers may be written on a separate document.

1. Are you requesting “full” or “partial” equivalency?
Full = Right to teach all classes in a department/field;
Partial = Right to teach only one class/topic area in a department/field.
2. Specify the classes you are seeking to teach and indicate whether you are seeking equivalency based on “eminence.”

If you are seeking equivalency based on eminence, please read the complete policy on eminence then complete the rest of this questionnaire.

Questions 3 through 10 of the questionnaire must be completed only by those candidates seeking equivalency based on eminence.

3. Are you recognized as an expert in your vocational field?
Include three letters of recommendation which indicate **why** you are considered an expert in your field. These individuals must **not** be the same three faculty who signed the COS Division support document with justification paragraphs.
4. Have you had any teaching experience in your vocational field? Please provide documentation.
5. Have you ever presented your vocational expertise on an industry level? Specify.
6. Have you ever written or been involved in the publication of technical manuals in your vocational field? Please specify and provide examples.
7. Have you ever been recognized by your vocational industry as an expert in your field? Specify and provide documentation.
8. Do you have any formal industry or technical school training or certification/license in your area of expertise? Specify and provide documentation.
9. Have you ever served in a supervisory position in your vocational field? Specify.
10. Is there anything else you would like the committee to consider in your request for equivalency based on eminence that was not covered by this questionnaire?