Sequoias Community College District Equivalency Committee By-Laws

The Sequoias Community College District Equivalency Committee is a Committee of the Academic Senate. Equivalency is considered a “professional matter” under Title V and requires a policy that is mutually agreed upon by the Academic Senate and the Board. The District’s policy on equivalency is found in Board Policy (BP) 7211 and the administrative procedure can be found in AP 7211. The Equivalency Committee’s primary charge is to determine whether a candidate who applies for equivalency has the equivalent education and/or experience/expertise to meet the minimum qualifications for a Faculty Service Area (FSA). This also includes current faculty who wish to seek an additional FSA. The committee is not charged to determine whether faculty are qualified to teach in alternative delivery methods (i.e. online). Secondarily, the Committee’s charge is to review campus processes and policies for equivalency and make recommendations for revision when warranted.

1. Membership/Voting:
2. The Chair of the District’s Equivalency Committee shall be the Vice President of Academic Senate.
3. Three to six full-time faculty appointed by the Academic Senate.
4. All members are voting members.
5. In order to take action on business, a quorum of voting members must be present. A quorum shall be half of the membership, including the Chair. Once a vote has been called, measures may pass with a simple majority of the voting members present, excluding any abstentions.
6. Members may be tasked with special projects or tasks in support of Committee work. Such special projects or tasks will include a timeline and will require a report back to the full Committee upon completion.
7. Equivalency Request Meeting Procedures:
8. Members must check email regularly and respond to requests from the chair to review and respond to equivalency requests in a timely manner, including summer and winter breaks. If a member knows that s/he will not be able to meet this obligation, that member must notify the Committee Chair.
9. The Chair will receive equivalency requests from HR and will forward them immediately to committee members.
10. The Chair will set a target deadline, to accommodate a timely hiring process, for each member to advance her/his determination on an equivalency application request. A member may request a conference to discuss the merits of the equivalency request. Equivalency discussion and voting may be done through email upon the approval of the majority of the Committee.
11. The Committee will consider the candidate’s qualifications in the context of the minimum qualifications as set by the state Chancellor’s office <https://www.cccco.edu/> or by experience/expertise in cases where eminence is requested.
12. Equivalency shall be granted to an applicant with a majority vote of all attending/emailing committee members, including the chair. A quorum is required.
13. All participating committee members sign verifying the decision on the Determination of Equivalency form in a timely manner, which will be submitted to Human Resources.
14. A special meeting may be called by the Chair when a hiring committee wishes the Equivalency Committee to reconsider a decision to deny equivalency. Such meetings will be called in a timely manner. A representative of the hiring committee will be given time to address the Committee and state their case for equivalency. The Equivalency Committee will then discuss and reconsider the appeal in closed session. This decision shall be final.
15. General Meetings Procedures:
16. Meetings:

The Committee shall meet during the regular academic year, excluding holidays recognized by the District. Minutes shall be kept by the Chair. The previous meeting’s minutes and the next meeting’s agenda and meeting documents, shall be distributed to members and posted to the Equivalency Committee’s website no fewer than 72 hours prior to the next scheduled meeting.

1. Order of Meetings:

The Committee will follow simple majority rule for all actions, including revisions to the By-Laws. Motions may be made by any member and do not require a second. A quorum is required for all motions.

1. Amendment of By-Laws:

Any amendment to the by-laws may be made by motion that passes by a simple majority of the members.