

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). Secondly, the Committee’s charge is to review campus processes and policies for equivalency and make recommendations for revision when warranted.

- I. Membership/Voting:
 - A. The Chair of the District’s Equivalency Committee shall be the Vice President of Academic Senate.
 - B. Three to seven full-time faculty appointed by the Academic Senate.
 - C. All members are voting members.
 - D. 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.
 - E. 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.
- II. Equivalency Request Meeting Procedures:
 - A. 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. If the chair will be unavailable or must recuse themselves, a designee from the committee should be appointed.
 - B. The Chair will receive equivalency requests from HR and will forward them immediately to committee members.
 - C. The Chair will set a meeting date to discuss and vote on an equivalency application. Under normal circumstances, that date will be the next planned meeting date for the committee, however if that date is more than two weeks from the equivalency request from HR or if two weeks would present an undue hardship in the hiring process, the Chair will try to find more expeditious dates. Meetings will follow all applicable Brown Act rules, and a quorum must be present to vote.
 - D. The Level 1 hiring committee will be given up to 10 minutes to address the committee at the start of the equivalency consideration meeting. Time may be extended for questions and answers.
 - E. 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.

- F. Equivalency shall be granted to an applicant with a majority vote of all attending committee members. The chair shall only vote in the case of a tie. A quorum is required.
- G. The initiation and decision communications on an equivalency request shall be between the Equivalency Committee Chair (or designee) and HR.
- H. 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.

III. General Meeting Procedures:

A. 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. Meetings shall follow all current Brown Act requirements.

B. 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.

C. Amendment of By-Laws:

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