

**EQUIVALENCY DETERMINATION RECORD SHEET EQUIVALENCY COMMITTEE / ACADEMIC SENATE
Sequoias Community College District/Administrative Procedure/Board Policy 7211,
Revised March 2023**

Hiring Committee: Submit this form to HR with the appropriate signatures to initiate the equivalency process. Do not schedule an interview with the candidate until approved for equivalency.

Candidate's Name →	
Discipline →	
	Choose equivalency method: <input type="checkbox"/> Coursework <input type="checkbox"/> Eminence
	<input type="checkbox"/> If candidate is claiming eminence, a statement of written justification signed by three faculty members in support of candidate's claim for eminence must be attached.

SIGNATURES OF DIVISION FACULTY SUPPORTING EQUIVALENCY

Division/Hiring Committee Chair →		Date:
Division Faculty →		Date:
Division Faculty →		Date:

Human Resources →	Upload all documents submitted to determine equivalency to need.com. Forward Record Form to Equivalency Committee Chair.
-------------------	--

----- BELOW THIS LINE FOR EQUIVALENCY COMMITTEE USE ONLY -----

The above applicant's request has been evaluated with a determination as follows:		
<input type="checkbox"/> Equivalency Granted	<input type="checkbox"/> Equivalency Denied	
Discipline →		
SIGNATURES:		DATE
V.P. Academic Senate or Designee →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		

Distribution by Senate Equivalency Committee	Route to . . .	Date
	Original Record Sheet only sent to Human Resource Services	
	Copy of Record Sheet to Academic Senate Office with documentation	