Equivalency Process Flow Chart



➤ Job applicant recognizes need for equivalency and submits documentation with job application

Faculty member wishing to apply for a new FSA but needing equivalency submits request to HR with documentation



Human Resources:

Sends documents to Division Chair (if PT applicant or FSA) or Hiring Committee (if FT position)



Hiring Committee (FT or PT hire):

Reviews job applications and decides to interview candidate who needs equivalency OR

Department (FSA):

Reviews documents to assess FSA



Equivalency Record Form sent to HR with three signatures



Human Resources:

If no equivalency documents provided with application, contacts candidate for equivalency documentation



Human Resources:

Record Form and all application and equivalency documents forwarded to Equivalency Chair



Equivalency Committee:

Considers equivalency request (this part of the process can take up to several weeks)

Record Form with committee's decision and signatures returned to HR



Human Resources:

Informs Hiring Committee and candidate of equivalency decision.



Hiring Committee:

If equivalency granted, schedules interview with candidate.