

Equivalency Instructions for Human Resources and Hiring Committees

Revised 2/09/2024

The COS Equivalency Committee is committed to working quickly and effectively on all equivalency applications. To facilitate this, the committee has composed Equivalency Application Packets and created this guide for hiring committees. There are links to a flow chart of the process and important documents on the last page.

All minimum qualifications for faculty positions in California Community Colleges are outlined in the [CCCCO Minimum Qualifications handbook](#). The COS Equivalency process is enshrined in [AP 7211](#).

It is important for hiring committees to know at the outset that interviews for candidates who need equivalency *cannot be scheduled* until the process is complete and the candidate has been approved.

Step I:

- A candidate for a COS full- or part-time faculty position may recognize when they apply that they need equivalency. They can download the packet that applies to their position and submit everything with their job application.
 - Three members of a hiring committee must 1) carefully review the equivalency paperwork and agree that the candidate possesses equivalent qualifications and 2) wish to interview the candidate. These three members of the hiring committee must sign the Record Form and return it to Human Resources, which will notify the Equivalency Committee (as below).
- Alternatively, in reviewing job applications, a hiring committee may wish to interview a candidate who does not clearly meet minimum qualifications, but who has not submitted equivalency documentation.
 - The hiring committee will ask Human Resources to notify the candidate to complete an equivalency application using the appropriate packet. Once received, HR will send the paperwork to the hiring committee to review.
 - Three members of the hiring committee must 1) carefully review the equivalency paperwork and agree that the candidate possesses equivalent qualifications and 2) wish to interview the candidate. These three members of the hiring committee must sign the Record Form and return it to Human Resources, which will notify the Equivalency Committee (as below).
- A current faculty member may wish to apply for a Faculty Service Area (FSA), but may not have the minimum qualifications as outlined in the handbook. In this case, department faculty take on the role of the level one hiring committee and the process is the same as for any candidate above.

Step II:

- Human Resources must notify the Equivalency Committee Chair of the application for equivalency and forward the Records Form.
 - The Equivalency Chair will notify the committee and facilitate evaluation of the application.
- The Equivalency Committee needs access to all candidate documents (job announcement, job application, equivalency write-up, CV, work experience, transcripts, etc.). The most efficient

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method for reviewing applications is to create a workspace dedicated just to the Equivalency Committee on the same website that hiring committees use when reading applications. If this is not possible, the committee will need legible scans of all applicant documents.

- The Equivalency Committee may need up to several weeks to complete their evaluation, depending on workload. The committee will do all it can to expedite the process.
 - Once completed, the Chair will notify HR whether the candidate was approved or not and will return the Records Form with committee signatures.

Step III:

- Human Resources will notify the hiring committee and the candidate of the equivalency determination. If approved, the committee can then schedule an interview with the candidate.
- It is possible for a hiring committee to request a reconsideration of a denied equivalency. This procedure is outlined in [AP 7211](#) (Equivalency), Section 6.

Links:

- [Human Resources Equivalency Webpage](#)