

EQUIVALENCY

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalency Committee

The Academic Senate Equivalency Committee shall consist of the Academic Senate Vice President as chair and three to five full-time faculty appointed by the Academic Senate. The committee shall:

- Be available as a resource to screening and selection committees.
- Recommend all equivalency determinations to the board.
- Keep careful records of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Equivalent Qualifications for Faculty

Candidates not meeting the minimum qualifications for service as a College of the Sequoias faculty member may be determined equivalent by meeting the following criteria:

In disciplines normally requiring an M.A./M.S. one of the following must be satisfied:

- B.A./B.S. plus 36 semester units or more (to be determined by the level-one hiring committee) of graduate level coursework in the specific discipline from an accredited institution,

OR

- B.A./B.S. plus licensure in the discipline from an accredited institution or entity,

OR

- If a candidate is claiming eminence in the field or discipline, s/he must provide the committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in a questionnaire that must be completed by all candidates requesting equivalency based on eminence.

In disciplines where the master's degree is not generally expected or available (technical, trade, or industrial fields), one of the following must be satisfied:

- Course work from an accredited institution/years of experience equivalent to either an AA/AS degree and six years experience, or a BA/BS degree and two years of experience,

OR

- If a candidate is claiming eminence in the field or discipline, s/he must provide the committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in a questionnaire that must be completed by all candidates requesting equivalency based on eminence.

### The Equivalency Process

The equivalency process is adjunct to the hiring process. As soon as the hiring committee has decided that they have a candidate who (a) they wish to interview, (b) does not meet minimum qualifications for the position, but (c) in their view possesses equivalent qualifications as specified above, then the hiring committee chair shall immediately contact Human Resources to initiate a formal review by the Equivalency Committee.

1. Applicant Responsibilities—applicants are responsible for providing all required forms and documentation in support of their equivalency claim. It is the applicant's responsibility to make it clear to the equivalency committee how he/she has the equivalent education and/or experience/expertise.
2. Hiring committee Responsibilities
  - Hiring committees will decide whether candidates may apply for equivalency under eminence.
  - Hiring committees may require more, but not less, than the minimums listed above for equivalence.
  - For a candidate claiming eminence, the three faculty who sign the document supporting the request must also provide a paragraph or more of written justification in support of the candidate's claim of eminence.
  - Hiring committees will provide Human Resources with a complete set of paperwork in support of the requested equivalency.
3. Human Resources Responsibilities

- Human Resources will notify the VP of Academic Senate as soon as an equivalency request is received.
  - Human Resources will provide the VP of Academic Senate with a complete set of all paperwork in support of the equivalency application.
  - Human Resources will forward approved equivalencies to the Board of Trustees at the completion of the process.
4. Equivalency Committee Responsibilities
- The VP of Academic Senate will promptly convene the committee.
  - The committee will make and record a determination on the Record Sheet and return all paperwork to Human Resources with a final recommendation to be forwarded (if approved) to the Board of Trustees.
  - The VP of Academic Senate will keep a record of all determinations.

#### Other Considerations

1. College of the Sequoias does not accept equivalency granted by another institution.
2. In cases where a hiring committee wishes the Equivalency Committee to reconsider a denied equivalency request, they may do so by contacting the VP of the Academic Senate and requesting a meeting. This meeting will take place in a timely manner. One representative of the hiring committee may make her/his case to the Equivalency Committee at this meeting. After this meeting, the Equivalency Committee will meet in closed-session to reconsider the equivalency request. All equivalency determinations from such meetings are final.
3. This same procedure described above shall apply to faculty who wish to apply for a new FSA except that the process shall begin when the faculty member submits a request to Human Resources together with the information indicated above. Representatives from the department will take on the responsibilities of the hiring committee as outlined above.
4. Foreign degree equivalency will be determined by credentials evaluation service. A list of accepted services may be obtained from the office of Human Resources. The expense of this evaluation is the responsibility of the applicant.
5. In case of an emergency or unforeseen special circumstance in which the full hiring process cannot be completed in a timely manner and the candidate is an equivalency claimant, the following shall apply:
  - The hiring committee chair in consultation with the area dean will make an honest evaluation of the candidate's claim.
  - If they feel the candidate meets the criteria for equivalency, they will immediately notify the Dean of Human Resources or his/her designee and begin the equivalency process.

- The Dean of Human Resources will immediately notify the VP of Academic Senate that an emergency equivalency situation exists. If the VP cannot be reached, the President of the Academic Senate will be notified, and if the president is unavailable, the chair of Committee A will be notified. The person receiving the equivalency request will then contact the equivalency committee and forward all relevant documentation via email and request a timely determination.
- All parties understand that in order to follow the requirements of the Education Code, assure the validity of student transcripts and maintain state apportionment, the District can only hire applicants whose equivalency has been established through this procedure.

6. Forms Attached:

- EQUIVALENCY DETERMINATION STEPS
- EQUIVALENCY DETERMINATION RECORD SHEET
- EQUIVALENCY DETERMINATION CHECKLIST
- EQUIVALENCY QUESTIONNAIRE FOR ACADEMIC PROGRAM POSITIONS
- EQUIVALENCY QUESTIONNAIRE FOR VOCATIONAL EDUCATION PROGRAMS

Reference: Educ. Code Sections [87001](#), [87003](#), [87743.2](#); [Title 5, Section 53400](#) et seq.

Adopted: January 11, 2016

# EQUIVALENCY QUESTIONNAIRE FOR FACULTY POSITIONS

Read all directions carefully and choose only the best option for your circumstances.  
This document contains eight parts:

1. Equivalency based on coursework for academic disciplines.
2. Equivalency based on eminence for academic disciplines.
3. Equivalency based on coursework and experience for vocational disciplines.
4. Equivalency based on eminence for vocational disciplines.
5. Equivalency Determination Steps.
6. Equivalency Determination Checklist
7. Equivalency Determination Record Sheet
8. A sample of an application seeking equivalency based on coursework for an academic discipline.

## EQUIVALENCY FOR ACADEMIC PROGRAMS

**Directions:** Provide as much explanation and supportive documentation as possible in answering the following questions. Please do not simply answer “yes” or “no” without providing background information. Eminence is granted rarely (only to those who are truly qualified) and must be supported with documentation requested in the questionnaire. Your answers may be written on a separate document.

### **1. Equivalency based on coursework for academic positions:**

Specify the discipline in which you are seeking to teach and indicate that you are not seeking equivalency based on “eminence.” Then, specifically explain how your coursework meets the minimum qualifications for the discipline for which you are seeking equivalency. Please supply information from an accredited university program to compare with your coursework. See the appendix (part 8) for a sample.

## **2. Equivalency based on eminence for academic disciplines:**

*Specify the discipline in which you are seeking to teach and indicate that you are seeking equivalency based on "eminence." Then, provide the following:*

- A. Provide a letter from each of at least three (3) experts in your field who recognize you as "eminent". None of the reference letters may be from the same three faculty members who signed the divisional support document and provided justification paragraphs for your application.
- B. Provide any evidence of teaching experience and training in your field.
- C. Provide any evidence of conference presentations in your field.
- D. Provide any evidence of publications, recordings, exhibitions, or performances in your field.
- E. Provide evidence of any awards received in your field.
- F. Provide evidence of any awarded honorary degrees in your field.
- G. Provide any evidence of service in relevant leadership positions in your field at the local, state or national level.
- H. Please include any additional qualifications you feel you have exhibited in your field.

EQUIVALENCY  
FOR  
VOCATIONAL PROGRAMS

**Directions:** Provide as much explanation and supportive documentation as possible in answering the following questions. Please do not simply answer “yes” or “no” without providing background information. Eminence is granted rarely (only to those who are truly qualified) and must be supported with documentation requested in the questionnaire. Your answers may be written on a separate document.

**3. Equivalency based on coursework and experience for vocational disciplines:**

Specify the discipline in which you are seeking to teach and indicate that you are not seeking equivalency based on “eminence.” Then, specifically explain how your coursework meets the minimum qualifications for the discipline for which you are seeking equivalency. Please supply information from an accredited university program to compare with your coursework. See the appendix (part 8) for a sample.

#### **4. Equivalency based on eminence for vocational disciplines:**

*Specify the discipline in which you are seeking to teach and indicate that you are seeking equivalency based on "eminence." Then, provide the following:*

- A. Include three letters of recommendation that indicate why you are considered an expert in your field. These individuals must not be the same three faculty who signed the COS Division support document with justification paragraphs.
- B. Have you had any teaching experience in your vocational field? Please provide documentation for any teaching experience you have in your vocational field.
- C. Provide evidence of any presentations of your vocational expertise on an industry level.
- D. Provide evidence of any publication of technical manuals in your vocational field.
- E. Provide any evidence of recognition by your vocational industry as an expert in your field.
- F. Provide any evidence of formal industry or technical school training or certification/license in your area of expertise.
- G. Provide any evidence of service in a supervisory position in your vocational field.
- H. Please include any additional qualifications you have exhibited in your field.

# EQUIVALENCY DETERMINATION STEPS

## FOR APPLICANTS REQUESTING EQUIVALENCY

College of the Sequoias / Administrative Procedure/Board Policy 7211, Revised January 11, 2016

### STEPS

As you complete each step, check off your progress in the column on the right.

	Check when Complete
1. Applicant picks up all necessary forms from Human Resources Services Office, Sequoia Building, Room 5 and contacts the appropriate division chair.	
2. Applicant makes certain required documentation is included. (TRANSCRIPTS OR LICENSES OR QUESTIONNAIRE OR CERTIFICATES OR WORKSHOP ATTENDANCE <b>AND</b> APPLICATION	
3. Division acknowledges request for equivalency and agrees to forward to the Equivalency Committee for action.	
4. Division chair or designee identifies the Discipline requested for equivalency.	
5. Division chair and two other members of the division prepare written support of claim for eminence (if required).	
6. Division completes the EQUIVALENCY DETERMINATION CHECKLIST.	
7. Division completes the necessary portion of the EQUIVALENCY DETERMINATION RECORD SHEET.	
8. Division (or Human Resource Services) notifies the VP of Academic Senate of the need to hold an equivalency meeting.	
9. Division (or Human Resource Services) forwards all required paperwork to the VP of Academic Senate.	
10. Equivalency Subcommittee convenes to determine whether or not to grant equivalency.	
11. Equivalency Subcommittee records their decision and signs the EQUIVALENCY DETERMINATION RECORD SHEET.	
12. EQUIVALENCY DETERMINATION RECORD SHEET is routed to the appropriate people or offices.	
13. <u>If hard copies of confidential papers are provided to the Equivalency Committee, they are returned to Human Resource Services by the VP of Academic Senate (transcripts and application). Electronic copies should be deleted.</u>	
14. Human Resource Services files the original of the EQUIVALENCY DETERMINATION RECORD SHEET in the individual's file, if hired. If equivalency is denied, the Record Sheet will be filed with the appropriate recruitment.	

NOTE: The required forms may be requested from Human Resource Services.

FORMS: EQUIVALENCY DETERMINATION CHECKLIST

P:\Faculty\Equivalency Policy\Equivalency Determination Steps.doc

# EQUIVALENCY DETERMINATION CHECKLIST

(Completed by Division/Department requesting Equivalency)

College of the Sequoias / Administrative Procedure/Board Policy, Revised January 11, 2016

Name of Applicant →	
Discipline Requested for Evaluation →	

*If candidates do not have the appropriate degree in the discipline for which they are applying, they must have at least one of the following qualifications.*

**DISCIPLINES NORMALLY REQUIRING A MASTER’S DEGREE**

Check One ↓	
	BA/BS plus 36 semester units of appropriate coursework from an accredited institution.
or	
	BA/BS plus licensure in the discipline from an accredited institution or entity.
or	
	<p><b>EMINENCE</b>            If a candidate is claiming eminence in the field or discipline, s/he must provide the equivalency committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field both in the regional area and on a state, or national/international level.* These criteria are reflected in a questionnaire which must be completed by all candidates requesting equivalency based on eminence.</p> <p style="padding-left: 40px;">* Candidates seeking equivalency based on eminence in a vocational education program may be considered on a regional, or state, or national/international level.</p> <p>If claiming eminence, applicant must respond to:                Equivalency Questionnaire for Academic Program Positions or                Equivalency Questionnaire for Vocational Education Programs.</p>

**DISCIPLINES NOT NORMALLY REQUIRING A MASTER’S DEGREE**

Check One ↓	
	Coursework from an accredited institution or its equivalent so that the course work, certificates and/or workshops equal the AA/AS degree or BA/BS degree. Candidates seeking equivalency under this provision must also have the appropriate number of years of experience. (Six years AA/AS or 2 years BA/BS)
	<p><b>EMINENCE</b>            If a candidate is claiming eminence in the field or discipline, s/he must provide the equivalency committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in a questionnaire that must be completed by all candidates requesting equivalency based on eminence.</p> <p style="padding-left: 40px;">* Candidates seeking equivalency based on eminence in a vocational education program may be considered on a regional, or state, or national/international level.</p> <p>If claiming eminence, applicant must respond to:                Equivalency Questionnaire for Academic Program Positions or                Equivalency Questionnaire for Vocational Education Programs.</p>

# EQUIVALENCY DETERMINATION RECORD SHEET

## EQUIVALENCY SUBCOMMITTEE / ACADEMIC SENATE

**College of the Sequoias / Administrative Procedure/Board Policy, Revised January 11, 2016**

Name →			
Discipline →			
Applicant's Documentation Attached →	Transcripts or Certificates	Licenses or Workshop Attendance	Questionnaire AND Application
Written support of three faculty members in support of candidate's claim for eminence attached →	Paper of written justification		

### SIGNATURES OF DIVISION/DEPARTMENT FACULTY SUPPORTING EQUIVALENCY

Signature of Division/Department Faculty →		Date:
Signature of Division/Department Faculty →		Date:
Signature of Division/Department Faculty →		Date:

### ACADEMIC SENATE'S DETERMINATION

The above applicant's request has been evaluated with a determination as follows:		
Equivalency Granted	Equivalency Denied	
Discipline →		
SIGNATURES:		DATE
V.P. Academic Senate or Designee →		
Member: Senate Equivalency Committee →		
Member: Senate Equivalency Committee →		
Member: Senate Equivalency Committee →		
Member: Senate Equivalency Committee →		
Member: Senate Equivalency Committee →		

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

July 25, 2015

COS Equivalency Committee  
College of the Sequoias  
915 S. Mooney Blvd.  
Visalia, CA 93277

To the Members of the Equivalency Committee,

This letter is to serve as an application to have the committee determine my eligibility to teach English 251 and English 1 courses at the College of the Sequoias. I have been hired by the Cutler-Orosi Joint Union School District to teach English at Orosi High School, and they would like me to teach these COS English classes on OHS campus during the school day. I have taught as an adjunct instructor at COS since 2008 in ESL, Linguistics and the CTE department collaborating with the content-area faculty in learning communities as English reading/writing support for CTE classes under the grant-funded CAA and C6 Programs.

I am seeking equivalency because my BA from CSU Fresno was a special major in the subject of Classical Studies, while my MA is in Linguistics. According to the minimum qualifications required to teach English, one must have a:

**“Master’s degree in English, literature, *comparative literature*, or composition OR bachelor’s degree in any of the above AND master’s degree in *linguistics*, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.”**

I believe my BA to be equivalent to a degree in comparative literature, as my faculty advisor, Dr. Bruce Thornton, and I modeled my special major after a traditional Classics/Literature/Philology degree, which was not offered by the university at that time.

According to the San Diego State University website, Comparative Literature is “the study of literature from around the world, transcending the restrictions of national and linguistic boundaries. Traditionally, comparative study has been based on literary movements, periods, and lines of influence, as well as on genres, themes, myths, and legends. In recent years, however, comparative literature has come to include the comparison of literature with other areas of human experience.” (<http://literature.sdsu.edu/undergraduate/majors.html>)

I have reviewed several Comparative Literature degrees at other CSU campuses and have compared the coursework to mine. I have included an example degree program from San Francisco State University that shows close parallel to my own study. Within this program, the elements of the major include:

- Several introductory literature survey courses (Core)
- Courses in a Non-English literary tradition
- Reading competence in that language
- Specific authors and works which represent cultural traditions
- A focus on literature before 1800
- A second national/linguistic tradition
- Various other related electives

The following is text taken directly from a sample Bachelor of Arts in comparative literature from the SFSU website, my only addition is the highlighting of the above categories:

**Department of Comparative and World Literature {College of Liberal & Creative Arts}**

**San Francisco State University**

**<http://complit.sfsu.edu/content/sample-undergraduate-programs>**

**Sample Program II (Beatrice Goldsmith)**

**Core**

- CWL 400, Approaches to Comparative Literature
- CWL 425, Faulkner, García Márquez, and Morrison
- CWL 430, Heroic Tales of the Mediterranean
- CWL 437, Literature of the Holocaust

**Program Electives**

- \*\* ITAL 492, Italian Literature before 18th century
- ITAL 580, Great Figures in Italian Lit.: Svevo

*[2 courses above fulfill 2 courses in single non-English literary tradition; both indicate reading competence in Italian]*

- ## CWL 420, Foreign Writers in Italy
- \*\* CWL 425, Individual Authors: Dante

*[4 courses above constitute a focus on Italian literature and representations of Italian culture]  
[\*\* denotes fulfilling requirement of 2 courses that focus on literature written before 1800]*

- ## ENG 583, Shakespeare

*[## denotes fulfilling requirement of 2 courses in second national/linguistic tradition: English (n.b., the "foreign writers" of CWL 420 were, in this case, all English or Anglo-American)]*

- CWL 230, Intro to World Literature

*[fulfills single course including a less commonly experienced literature]*

- CWL 416, Bible Ethics: Moral Story
- CWL 500, Poetry and Modern Experience
- ENG 603, Literature and the History of Ideas

The following is a list of the courses I have taken, which shows parallel areas of study to the sample above. All of the same elements of comparative literature study have been covered. Also included here are courses in history and philosophy which all include the study and analysis of literature as part of the course. In addition, I have added Linguistics courses which pertain directly to teaching English.

**Several introductory literature survey courses (Core)**

*General Literature & Humanities:*

- LATIN 132 Classical Myth
- ENGL 112 Ancient World Literature
- HUM 108 Humanities of Classical Athens

**Courses in a Non-English literary tradition, Reading competence in that language, Specific authors and works which represent cultural traditions, A focus on literature before 1800, A second national/linguistic tradition**

*Program Electives related to Specific Works of World Literature:*

- GREEK 131T Herodotus – (Historiography)
- GREEK 131T New Testament (Theology, Hagiography)
- GREEK 131T Euripides – (Greek Drama)
- GREEK 131T Homer (Greek Epic Poetry)
- LATIN 131T Virgil (Latin Epic Poetry)
- LATIN 131T Cicero (Rhetoric)
- LATIN 131T Caesar (Prose Narrative)
- LATIN 131T Composition

**Various other related electives**

*Literature-centric Courses and the required texts:*

- PHIL 101 Ancient Philosophy (Pre-Socratics, Plato, Aristotle)
- HIST 103 History of Early Christianity (Bible, Early Christian Writers, Contemporary Sources)
- HIST 110 Ancient Near East (Gilgamesh, Akkadian, Babylonian texts)
- HIST 111 Ancient Greece (Thucydides, Xenophon, Herodotus)
- HIST 112 Ancient Rome (Livy, Suetonius)
- HIST 114 Ancient Egypt (Book of the Dead, Mythology)

*Linguistics Courses Related to Teaching English:*

- LING 100 General Linguistics

- LING 134 Structure of English
- LING 237 Teaching Reading & Writing
- LING 143 Syntax (Language Structure)
- LING 139 Phonetics (Auditory & Acoustic Processing)
- LING 142 Phonology (Sound Patterns of Language)
- LING 115 Sociolinguistics (Language, Culture & Society)
- LING 145 Historical Linguistics (Language Trends & Change)

***Additional Foreign Language Competencies:***

- FREN 10 French 4 – High Intermediate French (Camus) (4 semesters)
- GERM 1B Elementary German (2 semesters)
- SPAN 4 Advanced Spanish (Audited only – At COS with L. Palos)

Thank you for your time and consideration in this matter. While I fully understand that my degree focuses on specific literary traditions (mostly Greek and Latin) rather than a traditional Comparative Literature degree, I firmly believe that I have demonstrated the equivalence of my education through the depth and breadth of my study of literature within other disciplines with the same focus on critical analysis and cultural and historical context. If there are any concerns or questions regarding this statement, please don't hesitate to contact me. I hope to receive your evaluation soon.

Sincerely,

English/ESL/Linguistics Instructor  
@gmail.com