

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday November 30, 2017 – 1:00-2:00

### Fall Meetings on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 1-1:50 pm

Sept. 12 – Library Room 202

~~Sept. 26 – Library Room 154~~

Oct. 4 – Teaching and Learning Center, West Library Basement

Oct. 10 – Library Room 202

Oct. 24 – Library Room 202

Nov. 14 – Library Room 202

Nov. 28 – DE Room / Library 166

Nov. 30 – Library Room 30, East Library Basement

Dec. 12 (tentative) – Library Room 202

### Members:

Kristie Daniel-DiGregorio (AS); Darcie Descalzo (NS); Christina Gold (Chair, BSS); Vanessa Haynes (CEC); Chris Jeffries (ECCFT); Gary Medina (LLR); Karl Striepe (BSS); Lori Suekawa (CSS); Deans Rep: Linda Ternes (Math)

### Agenda

1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

### EPC Packet

1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (ECC Draft)
2. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (CCLC Template)
3. ECC Equivalency Form and Procedure

**Comment [MG1]:** The current process we use to determine equivalency is not a numbered AP and is not posted online, although Barb Perez reassured EPC that it went through consultation a while ago. We have a minimum qualifications list but no BP/AP explaining how to apply them, and they are not posted online. The contract gives direction and details about FSAs. The writing of this draft began with our existing equivalency process. Added to it were portions of the CCLC template and descriptions of our current processes. Significant changes to equivalency are explained in bubbles and shown in the mark up. The revisions to our equivalency process began in spring 2017 in EPC. A task force was formed that discussed the min qual changes and equivalency in fall 2017. The task force was comprised of the VPAA and representatives from the Senate, ECCFT, and Human Resources. The EPC then discussed the task force revisions and created this draft.

### **Faculty Service Areas**

Faculty Service Areas (FSAs) shall be established by the Board of Trustees after negotiation with the ECC Federation of Teachers and consultation with the Academic Senate as required by law. FSAs determine the order by which faculty may be laid off and reassigned if ECC faces a reduction in workforce. Faculty members are assigned to an FSA when hired and may apply to be classified under additional FSAs.

### **Minimum Qualifications**

Faculty members shall meet minimum qualifications for instruction in the discipline or shall possess qualifications that are at least equivalent to the ECC minimum qualifications. ECC minimum qualifications shall be equivalent to or exceed the minimum qualifications set out in the regulations of the California Community Colleges Board of Governors.

The ECC minimum qualifications for faculty hiring will be developed by discipline faculty and undergo consultation and approval by the Academic Senate and Board of Trustees. The list will be posted on the ECC website, and the Academic Senate will conduct an annual review of the local minimum qualifications based on updates to the minimum qualifications handbook published by the California Community Colleges Chancellor's office. Updates may also be initiated by discipline faculty.

### **Equivalencies**

This procedure adheres to Education Code section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgement of the Academic Senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors."

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the ECC Minimum Qualifications List, nonetheless does possess qualifications that are at least equivalent to those required. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the ECC Minimum Qualifications List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence of equivalency. It will be the responsibility of the applicant to supply conclusive evidence and documentation for the claim of equivalency at the time of application. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.

Examples of conclusive evidence of equivalency include, but are not limited to:

1. A transcript showing that appropriate courses were successfully completed at an accredited college or through an appropriate non-US/foreign institution.
2. Scholarly publications that show a command of the major discipline in question, the general education of the candidate, or writing skill.
3. Other work products that show a command of the discipline or occupation in question. This may include an interview of the applicant to determine qualifications in the discipline.
4. Verifiable resume, employer statement, other chronological listing or evidence of appropriate work experience.

### Criteria for Equivalency

The equivalency procedure shall be applied to determine the qualifications for hire of candidates who state they possess education, training, and/or experience which is at least equivalent to the minimum qualifications established by the District.

The following criteria will be used to determine a candidate's eligibility for equivalency:

All non-US/foreign degrees will be evaluated by a foreign evaluation service that is approved by ECCCD.

All courses being used for equivalency that were taken through continuing education or extension must be applicable to the approved degree listed in the discipline minimum qualification.

#### A. Formal Education Equivalent to the Degree

1. Formal education equivalent to the master's degree: Any master's degree with a minimum of 12 18 semester graduate units in the discipline, OR any bachelor's degree

**Comment [MG2]:** This is required by ACCJC.

**Comment [MG3]:** The Task Force and EPC recommend including this.

**Comment [MG4]:** The Task Force and EPC recommend that this be raised from 12 to 18 units to require more preparation in the discipline. Twelve graduate units may only be 3 classes in some disciplines.

**Comment [MG5]:** Discussion Topic: Should we add that we want the bachelor's degree to be in a related discipline? Or, are we okay with any bachelor's degree?

and a combination of 30 semester graduate units with a minimum of ~~12~~ 18 semester graduate units in the discipline.

2. Formal education equivalent to the bachelor's degree: At least 120 approved units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.
3. Formal education equivalent to the associate's degree: At least 60 approved units, including 18 semester units of general education, as defined in either the El Camino College Catalog; or "The Guide to the Evaluation of Educational Experience in the Armed Services" published by the American Council of Education; or the California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services established by the Board of Registered Nursing.

B. Non-Formal Education Equivalencies to the Degree

All non-formal equivalencies to the degree must demonstrate the acquisition of the knowledge and skills learned through the computation and communication general education requirements of the relevant degree.

1. Non-Formal Education Equivalencies to the Master's Degree

- a. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

2. Non-Formal Education Equivalencies to the Bachelor's and Associate's Degrees

- a. At least five (5) years of work experience in the discipline equivalent to that led to the acquisition of the knowledge and skills required for the degree, e.g. in computers, engineering, or journalism.
- b. At least three (3) years of academic experience and/or accomplishments in the discipline equivalent to the degree, e.g., teaching at the upper division or graduate level scholarly publications.
- b. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

C. Equivalencies to Work Experience

Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

**Determination of Equivalency**

**Comment [MG6]:** Currently, our equivalency policy accepts 5 years work experience for the Master's, Bachelor's, and Associate's. The three are lumped together. The EPC recommends separating out the Master's and not accepting work experience as equivalent to the Master's.

**Comment [MG7]:** EPC recommends adding this statement. We want to make sure that all our faculty have the writing and math skills to fulfill their professional duties. For instance, we want to make sure that all instructors can compose well written exams, syllabi, program reviews, etc., and that they have sufficient math skills to analyze assessment data, success and retention data, etc.

**Comment [MG8]:** This is our eminence statement. EPC is okay with it.

**Comment [MG9]:** EPC recommends the removal of this statement. It is confusing. How could someone be teaching at the upper division or graduate level but not have a degree? What situation does this apply to? Scholarly publications falls under eminence.

Initial determination of equivalency to minimum qualifications for hire shall be decided during the screening process by the screening committee, following the procedures established jointly between Human Resources and the Academic Senate using the standards set forth in this policy. The screening committee will be provided with a copy of this procedure to inform their determination and to help ensure consistency across divisions. If the screening committee is unable to agree, or either the Vice President of Human Resources Academic Affairs or the Vice President of Student Services and the President of the Academic Senate shall be consulted. If they do not concur that are unable to agree about whether the candidate has equivalent qualifications, the decisions shall be referred to the Equivalency Committee.

**Comment [MG10]:** This step of the equivalency process needs to be fleshed out more. In the CCLC template example, a screening committee makes an initial determination and if that candidate is selected for interview, the Equivalency Committee makes a final decision. Are we having the screening committee make the final decision? Is the Board approving all equivalencies?

**Comment [MG11]:** We need to clarify what we mean by "initial determination." Are screening committees currently making the final decision about equivalency in our current processes? If so, do we want to keep it that way?

**Comment [MG12R11]:**

### **Equivalency Committee**

**Comment [MG13]:** Do we want a separate, standing Equivalency Committee. Or, do we want the Ed Policies Committee (with visiting discipline faculty) to do it?

The Council of the Academic Senate shall establish a standing ad-hoc committee an Equivalency Committee to make decisions on matters of equivalency to the minimum standards for hiring of instructors. The duties of the Equivalency Committee shall be to make the final determination of equivalency in the event that the department screening committee is unable to come to agreement or there is a disagreement between the screening committee and administration. to provide and appeals process for disagreements between screening committees and administration, to The Equivalency Committee also will oversee the equivalency procedure as it is conducted across campus to insure that, as far as disciplines allow, the same standards are applied in each case uniformly. Finally, the Equivalency Committee will recommend to the Academic Senate whether or not it should support a candidate's application of equivalency to the governing board Board of Governors in the event of hire.

The Equivalency Committee shall consist of:

1. President of the Academic Senate, who will chair the committee.
2. Vice President of Educational Policy, or when not available, a member of the Council of the Academic Senate Executive Committee as appointed by the President.
3. Two faculty representatives of the discipline (or, if not possible, a closely related discipline) from the screening committee.
4. Vice President of Academic Affairs, or designee.
5. Vice President of Human Resources, or designee.

**Comment [MG14]:** Should "or the Vice President of Student Services" be added here in the event there is a discussion of min quals for a counselor or librarian?

The President of the Academic Senate will chair the committee and will have the responsibility of submitting a letter in support of granting or denying equivalency to a candidate to the governing board as provided for in Section 87359 of the Ed Code.

### **Equivalency Procedures for Full-Time Faculty Seeking Additional Disciplines and/or Faculty Service Areas**

In the event that an existing faculty member wishes to assert equivalency in another discipline or faculty service area, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request to Personnel the Human Resources Office.

On receipt of the application, the Director of Personnel Vice President of Human Resources will contact the President of the Academic Senate. Together as co-chairs of the The Equivalency Committee, they will be convened a committee of 3 faculty from the discipline (if not possible, then a related discipline) to review the material submitted by the applicant and to decide whether or not the equivalency should be granted. If the faculty of the discipline (or related discipline) the committee decides the equivalency should be granted, the appropriate forms will be completed and Board approval sought.

**Comment [MG15]:** This process requires that a separate ad hoc equivalency committee be formed to review faculty requests for equivalency outside their discipline of hire. To keep things consistent and fair, should we use the Equivalence Committee for this situation in the same way it would be used for new hires?

If the faculty of the discipline (or related discipline) cannot reach consensus or either of the co-chairs of the Equivalency Committee do not concur, the Equivalency Committee will be convened to determine whether or not equivalency should be granted. If it is determined that equivalency should be granted, the appropriate forms will be completed and Board approval sought. After the Board approves the equivalency, the faculty member will be notified.

If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the chairs of the Equivalency Committee. The letter should also notify the faculty member of his/her right to file a grievance in accordance with AFT contract Article VI section 3(g).

**Comment [MG16]:** I don't think we do this. I think the Deans might do it. Should we say that?

#### Further

1. All deliberations of the departmental screening committee and/or the Equivalency Committee and all records involved in the proceedings shall be confidential.
2. Appeals of the decision of the Equivalency Committee by either the department or administration shall be made to a closed session of the Cabinet and the Executive Committee of the Academic Senate.
3. The determination that a candidate has the equivalent to the minimum qualifications by the screening committee of the Equivalency Committee shall not be considered as part of the interview/hiring process. Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for given position.
4. If an applicant is selected on the basis of equivalency, justification shall be sent on the appropriate form to the Equivalency Committee, Human Resources, and the Office of the Vice President of Academic Affairs. This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications.

**Comment [MG17]:** Should we add the terms under which the decision can be overturned? For instance, if both groups agree to the change?

5. The granting of equivalency is on a case-by-case basis and does not set precedence for other hires however the Equivalency Committee will require consistency of application within a discipline.

**Review and Revision**

Equivalency procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees although its effectiveness should be reviewed at a minimum of every three years. Changes in these procedures require the ~~joint~~ mutual agreement of the Academic Senate and the Board of Trustees. Until there is ~~joint~~ mutual agreement, these procedures will remain in effect.

**References**

Education Code Sections 87001, 87003, 87355-87359.5, 87538, and 87743.2  
Title 5 Sections 53400 et seq.  
ACCJC Accreditation Standard III.A.2-4

El Camino College  
Adopted:

Consultation  
EPC:  
Dean’s Council:  
Academic Senate:  
College Council:

NEW DRAFT

# AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

## References:

Education Code Sections 87001, 87003, and 87743.2;  
Title 5 Sections 53400 et seq.;  
ACCJC Accreditation Standard III.A.2-4

**NOTE:** *This procedure is **legally required**. Local practice may be inserted. The following is provided as an illustrative example only. The equivalency examples are provided in some detail, but in any event must be developed and jointly agreed upon by representatives of the District and the academic senate.*

## 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.

## Equivalencies

Equivalency Committee – An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Governing Board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept 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.



**Determination of Equivalencies** – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the academic senate equivalency committee before candidates are notified of interviews. The equivalency committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.
- **[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend

the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
  - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
  - Additional sections of a class added shortly before the beginning of a session or after the session begins.
  - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note; all semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above Sections (#1 - #3), and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the academic senate equivalency committee chair as deemed "equivalent" for that discipline.

**Revised 4/15**



EL CAMINO COMMUNITY COLLEGE
Human Resources Office

Approval of Equivalence to Minimum Qualifications
For Faculty and Educational Administrator Positions

Applicant or Employee Name: . \_\_\_\_\_

If a current District employee, what is the job title? \_\_\_\_\_

Currently employed in District academic service within which discipline? \_\_\_\_\_

This individual has applied for equivalence in which discipline? \_\_\_\_\_

What supporting documents were submitted for consideration and reviewed along with the Application for Equivalence? Check all that apply:

\_\_\_ Official Transcripts

\_\_\_ Resume

\_\_\_ Letters of Verification \_\_\_ Education \_\_\_ Employment \_\_\_ Specialized Training

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Licenses or Certificates (specify): \_\_\_\_\_

\_\_\_ Awards and/or Commendations (specify): \_\_\_\_\_

\_\_\_ Other documents: \_\_\_\_\_

The Application for Equivalence and supporting documents were reviewed on (date): \_\_\_\_\_

Following our review, it was determined that this individual:

\_\_\_ meets the equivalency standards for, and can be assigned a Faculty Service Area in, the following discipline:

\_\_\_\_\_

\_\_\_ does not meet the equivalency standard for the following discipline: \_\_\_\_\_

Comments (attach additional sheets as needed): \_\_\_\_\_

Education that includes 12 graduate level Mathematics courses.

Instructor of Approving Discipline

Date

Instructor of Approving Discipline

Date

Vice President, Academic Affairs

Date

V.P. Educational Policy, Academic Senate

Date

President, Academic Senate

Date

Human Resources Representative

Date



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Service Area/Discipline: \_\_\_\_\_

See attached documentation: \_\_\_\_\_

Notes of deliberation (attached additional sheets if necessary): \_\_\_\_\_

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## EL CAMINO COLLEGE POLICY EQUIVALENCE TO THE MINIMUM QUALIFICATIONS

### Background

In accordance with changes in the Education Code Section 87358 in AB 1725, the El Camino College District needs to provide for a policy to determine if the qualifications of the academic staff are at least equivalent to the minimum qualifications established for El Camino College. This policy should include reasonable procedures to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate in this determination.

### Criteria for Equivalency

The equivalency procedure shall be applied to determine the qualification for hire of candidates who state they possess education, training and/or experience which is at least equivalent to the minimum qualifications established by the District.

The following criteria will be used to determine a candidate's eligibility for equivalency:

#### A. Formal Education Equivalent to the Degree

##### 1. Formal education equivalent to the Master's Degree:

Any Master's Degree with a minimum of 12 semester graduate units in the discipline.

Bachelor's Degree and a combination of 30 semester graduate units with a minimum of 12 semester graduate units in the discipline.

##### 2. Formal education equivalent to the Bachelor's Degree:

At least 120 semester units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.

##### 3. Formal education equivalent to the Associate's Degree:

At least 60 approved units, including 18 semester units of general education, as defined in either the El Camino College Catalog or the following guide published by the American Council on Education:

"The Guide to the Evaluation of Educational Experience in the Armed Services".

#### B. Non-Formal Education Equivalencies to the Degree

1. At least five (5) years of work experience in the discipline equivalent to the degree, e.g., in computers, engineering, or journalism.

2. At least three (3) years academic experience and/or accomplishments in the discipline equivalent to the degree, e.g., teaching at the upper division or graduate level scholarly publications.
3. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

#### C. Equivalencies to Work Experience

Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

It is the candidates' responsibility at the time they submit their application to provide conclusive evidence that they possess qualifications that are at least equivalent to those required. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.

Examples of conclusive evidence are but not limited to:

1. A transcript showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution.
2. Publications that show a command of the major in question, the general education of the candidate, or writing skill.
3. Other work products that show a command of the major or occupation in question. This may include an interview of the applicant to determine qualifications in the discipline.
4. Verifiable resume, employer statement, other chronological listing or evidence of appropriate work experience.

#### **Determination of Equivalency**

Initial determination of equivalency to minimum qualifications for hire shall be decided during the screening process by the screening committee following the procedures established jointly between personnel and the Academic Senate using the standards set forth in this policy.

If the screening committee is unable to agree or either the Director of Personnel or the President of the Academic Senate do not concur that the candidate has equivalent qualifications, the decision shall be referred to the Equivalency Committee.

## **Equivalency Committee**

The Council of the Academic Senate shall establish a standing ad hoc committee to make decisions on matters of equivalency to the minimum standards for hiring of instructors. The duties of the Equivalency Committee shall be to make final determination of equivalency in the event that the department screening committee is unable to come to agreement, to provide an appeals process for disagreements between screening committees and administration, to oversee the equivalency procedure as it is conducted across campus to insure that, as far as disciplines allow, the same standards are applied in each case uniformly, and finally to recommend to the Academic Senate whether or not it should support a candidate's application of equivalency to the governing board in the event of hire.

The Equivalency Committee shall consist of:

1. President of the Academic Senate
2. Vice-President of Educational Policy, or when not available, a member of the Council of the Academic Senate as appointed by the President.
3. Two faculty representatives of the discipline from the screening committee
4. Vice President of Academic Affairs or designee
5. Director of Personnel, or designee.

The President of the Academic Senate will chair the committee and will have the responsibility of submitting a letter in support of granting or denying equivalency to a candidate to the governing board as provided for in Section 87359 of the Ed Code.

## **Equivalency Procedures for Full-time Faculty Seeking, Additional Disciplines and/or Faculty Service Areas (FSA)**

In the event that an existing faculty member wishes to assert equivalency in another discipline or faculty service area, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request to Personnel.

On receipt of the application, the Director of Personnel will contact the President of the Academic Senate. Together as co-chairs of the Equivalency Committee, they will convene a committee of 3 faculty from the discipline (if not possible, then a related discipline) to review the material submitted by the applicant and decide whether or not the equivalency should be granted. If the faculty of the discipline (or related discipline) decide the equivalency should be granted, the appropriate forms will be completed and Board approval sought.

If the faculty of the discipline (or related discipline) cannot reach consensus or either of the co-chairs of the Equivalency committee do not concur, the Equivalency Committee will be convened to determine whether or not equivalency should be granted. If it is determined that

equivalency should be granted, the appropriate forms will be completed and Board approval sought. After the Board approves the equivalency, the faculty member will be notified.

If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the chairs of the Equivalency Committee. The letter should also notify the faculty member of his/her right to file a grievance in accordance with AFT contract Article VI Section 3(g).

#### Further

1. All deliberations of the departmental screening committee and/or the Equivalency Committee and all records involved in the proceedings shall be confidential.
2. Appeals of the decision of the Equivalency Committee by either the department or administration shall be made to a closed session of the Cabinet and the Executive Committee of the Academic Senate.
3. The determination that a candidate has the equivalent to the minimum qualifications by the screening committee of the Equivalency Committee shall not be considered as part of the interview/hiring process. Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for a given position.
4. If an applicant is selected on the basis of equivalency, justification shall be sent on the appropriate form to the Equivalency Committee, the Personnel Office, and the Office of the Vice President of Academic Affairs. This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for other hires however the Equivalency Committee will require consistency of application within a discipline.

#### Review and Revision

This equivalency policy and its procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees although its effectiveness should be reviewed at a minimum of every three years. Changes in this policy require the joint agreement of the academic senate and the Board. Until there is joint agreement, this policy will remain in effect.