

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, using the procedures outlined in Article 6 Section 3 of the collective bargaining agreement.

Minimum Qualifications

Faculty members shall meet minimum qualifications for 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 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

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

All courses being used for equivalency must be earned at an accredited institution. Candidates are responsible for demonstrating that courses taken through continuing education or extension are applicable to the approved degree listed in the discipline minimum qualification

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

A. Formal Education Equivalencies to the Degree

1. Formal education equivalent to the master's degree: Any master's degree with a minimum of 18 semester graduate units in the discipline, OR any bachelor's degree and a combination of 30 semester graduate units with a minimum of 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 education 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 that led to the acquisition of the knowledge and skills required for the degree, e.g. in computers, engineering, or journalism.
 - 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 during the Screening Process

Determination of equivalency to the minimum qualifications for hire shall be decided during the screening process by the screening committee, 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 in equivalency decision-making across divisions. If the screening committee is unable to agree about a candidate's initial equivalency, the Vice President of Academic Affairs or the Vice President of Student Services and the President of the Academic Senate shall be consulted. If they are unable to agree about whether the candidate should be granted initial equivalency, the decisions shall be referred to the Equivalency Committee, which will make a final determination about granting equivalency.

The granting of equivalency to the minimum qualifications shall not 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 the given position.

If an applicant is granted equivalency and selected for an interview with the Superintendent/President, justification shall be sent to the Academic Senate President, the Office of Human Resources, and the Office of the Vice President of Academic Affairs (or Vice President of Student Services). This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications.

Equivalency Committee

The Academic Senate shall establish an Equivalency Committee to make decisions on matters of equivalency to the minimum standards for hiring of faculty. The Equivalency Committee shall make the final determination of equivalency in emergency hires and in the event that the screening committee is unable to come to agreement or if the Vice President of Academic Affairs or the Vice President of Student Services, the Vice President of Human Resources, and the Academic Senate President disagrees with the screening committee's determination.

The Equivalency Committee also will oversee the equivalency procedure as it is conducted across campus to ensure that, as far as disciplines allow, the same standards are applied in each case uniformly. The committee will determine whether equivalency decisions are being made in accordance with this procedure; whether the screening committees are following the criteria for evidence of equivalency stated in this procedure; and whether discipline equivalency decisions are similar to earlier decisions in the discipline and similar disciplines.

The Equivalency Committee shall consist of:

1. President of the Academic Senate, who will co-chair the committee.
2. Vice President of Academic Affairs, or designee who will co-chair the committee.
3. Vice President of Educational Policies, or when not available, a member of the Academic Senate Executive Committee as appointed by the President.
4. Two faculty representatives of the discipline (or, if not possible, a closely related discipline)
5. Vice President of Human Resources, or designee.
6. President of the ECC Federation of Teachers, or designee.

Determination of Equivalency for Full-Time Faculty

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

On receipt of the application, the Vice President of Human Resources will contact the President of the Academic Senate. The Equivalency Committee will be convened to review the material submitted by the applicant and to decide whether or not the equivalency should be granted. If the committee decides the equivalency should be granted, the decision will be submitted to the Board of Trustees for approval.

If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the Office of Human Resources. The letter should also notify the faculty member of his/her right to file a grievance in accordance with collective bargaining agreement Article 22.

All deliberations of the screening committees and the Equivalency Committee and all records involved in the proceedings shall be confidential.

The granting of equivalency is on a case-by-case basis and does not set precedence for other equivalency decisions, 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 mutual agreement of the Academic Senate and the Board of Trustees. Until there is 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

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