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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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## **AP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES**

The District is committed to selecting faculty who are expert in their disciplines, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and representative of the ethnic and cultural diversity of the adult population of the State of California.

The District and the Academic Senate shall jointly develop an equivalency process that includes “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...”

### **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. The District, through academic departments and the Academic Senate, may establish local qualifications more rigorous than these minimum standards.

There are three types of minimum qualifications associated with the various disciplines:

1. Disciplines requiring a master's degree
2. Disciplines in which a master's degree is not generally expected or available but which requires a specific bachelor's or associate degree
3. Disciplines in which a master's degree is not generally available

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the corresponding discipline [Title 5, §53412].

In addition to other minimum qualifications specified, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval (usually in technical fields) [Title 5, §53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions [Title 5 §53406], post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education.

Foreign education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs. Determination of equivalency of foreign degrees shall be according to district policy. [Title 5, §53410].

Minimum qualifications are determined for disciplines or service faculty areas, not for individual courses or subject areas within disciplines. Within area disciplines, an applicant is either qualified to teach the full range of courses in a discipline or not, regardless of whether applying for a full-time or part-time position.

Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications or equivalency has been completed.

#### **EQUIVALENCY TO THE MINIMUM QUALIFICATIONS**

Equivalency guidelines allow selection committees and departments maximum latitude in making their selections for both full-time and part-time faculty positions. The minimum qualifications on the Board of Governors Disciplines List, the Allan Hancock College's Discipline List, and these equivalencies constitute a "floor" of requirements to identify which applicants may be worthy of consideration for a particular assignment. As such meeting these qualifications does not guarantee selection for an interview or an offer of employment. Departments and selection committees continue to have the responsibility of selecting the best qualified from a group of candidates for each position.

Equivalencies shall be determined for disciplines, not for courses or subject areas within disciplines. Those granted an equivalency, whether as full- or part-time faculty, must have the expertise to teach the range of courses in the discipline for which they were hired.

Once equivalency is recommended, the hiring of the applicant is contingent upon the Board of Trustees' approval in a separate action. [Education Code 87359(a)]

#### **EQUIVALENCY GUIDELINES FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE**

Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

Master's degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of successful experience teaching a range of courses in the discipline of the assignment.

Completion of the coursework equivalent to a Master's Degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the Master's degree;

Bachelor's degree in the discipline or a related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the assignment.

Recognized accomplishments that demonstrate expertise and skill in the field of study clearly beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the components of an associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years.

## **EQUIVALENCY GUIDELINES FOR DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE**

*In disciplines requiring a specific degree in the discipline or a related discipline:*

1. Bachelor's degree in any discipline, including at least 9 semester units in the area of the teaching assignment, plus two years of experience teaching a range of courses in the discipline of the assignment; or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent; or
2. Associate degree in any discipline, including at least 12 semester units in the area of the teaching assignment, plus six years occupational experience in the discipline of the assignment, or six years of ~~teaching~~ experience teaching a range of courses in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent.

*In disciplines where a specific degree is not generally expected or available degree, course work equivalent to the requisite degree in the discipline or a related discipline defined as:*

1. the successful completion of course work equivalent to the bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component; plus two years of experience teaching a range of courses in the discipline of the assignment, or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent, or
2. the successful completion of course work equivalent to an associate degree in any discipline (defined as a minimum of 60 semester units, to include the general education requirements as outlined in Title 5 section 55063); plus six years of occupational experience in the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the

assignment. If required, appropriate certification to practice or licensure, or its equivalent.

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and conclusive evidence of attaining coursework or experience equal to the components of the associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years. See the discussion of *Rare Cases* below.

### **RARE CASES**

The district will consider equivalencies based upon recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Requests for such an equivalency must necessarily be considered on a case by-case basis. The following criteria will be used to determine whether an equivalence to the minimum qualifications established by the Board of Governors has been met. The candidate for consideration is responsible for providing evidence to support the claim that each of the following criteria has been met. (See *Evidence of Equivalency* below.) **In no case will recognized accomplishments be the sole criterion for granting equivalency.**

1. There must be consensus in the discipline's full-time faculty with regards to the recommendation for this equivalency.
2. The candidate must be regionally or nationally recognized for her/his contribution to the subject matter of the discipline.
3. The candidate's contribution to the subject matter of the discipline must span a sufficient range of the diversity of topics within the discipline to constitute a full equivalence to the minimum qualifications for the discipline and not merely a constitutive portion of the subject matter covered by the discipline.
4. The candidate's application must also demonstrate a breadth of knowledge equivalent to the general education requirements established by the requisite degrees required by the Minimum Qualifications set by the Board of Governors.

### **FACULTY INTERNSHIPS**

Provisional or conditional equivalencies may not be granted. To be granted equivalency, the candidate must have qualifications that are *at least equal* to the minimum qualifications at the time of application.

In cases where a candidate for equivalency has nearly completed the requirements to meet the minimum qualifications, they may be eligible under Education Code 53500 for a faculty internship. Such candidate must be ***within one year*** of meeting the regular faculty minimum qualifications and meet the requirements of Education Code 53502.

*See Board Policy and Procedures 7501.*

## **EQUIVALENCY GUIDELINES FOR NONCREDIT COURSES**

Except as provided in this section, the minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

### **Basic Skills – Interdisciplinary**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and two years of professional experience, related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

### **Basic Skills - Mathematics**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

### **Basic Skills – Reading/Writing**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

### **Citizenship**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and three years of professional experience related to the area of assignment.

### **Specialized Instruction (Disabled Students Programs and Services): Noncredit**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and six years of professional experience related to the subject of the course taught.

Six years of continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

## **English as a Second Language**

**Criteria for Equivalency** -- A bachelor's in any discipline and either (A), (B), or (C) below:

- (A) twelve semester units of course work related to the subject of the course taught, or
- (B) course work equivalent to a TESL certificate, or
- (C) a teaching credential authorizing instruction in the subject area and substantive (100 hours) of professional experience related to the areas of assignment. Candidates must prove that he/she has completed a TESL certificate program.

## **Home Economics (Family and Consumer Sciences)**

**Criteria for Equivalency** – A bachelor's degree in any discipline and 24 semester units credit in the designated major field related to subject of the course taught, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate eminence of expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Licensure or certification to teach in a discipline where the licensure or certification requires specified hours of formal instruction.

Six years continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

## **Older Adults:**

**Criteria for Equivalency** --A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and either A or B

- (A) four years of related professional experience, or
- (B) 90 hours or eight semester units of coursework in understanding the needs of older adults.

Six years of continuous related experience related to the subject of the course taught and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

## **Parent Education:**

**Criteria for Equivalency** -- A bachelor's degree in any discipline and 24 semester units credit in the designated major field, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate expertise and skills in the field of study beyond that normally achieved through formal education and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

A bachelor's degree in Family and Consumer Sciences and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires specified hours of formal instruction and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

## **Health and Safety:**

**Criteria for Equivalency** -- A bachelor's degree in any discipline or 12 semester units of coursework in the designated major field and four years of professional experience related to the subject of the course taught.

An associate degree in any discipline and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires hours of formal instruction and four years of professional experience related to the area of assignment.

## **Short-term Vocational:**

**Criteria for Equivalency** – Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Included as part of each category, except English as a Second Language:  
Professional experience in the area of specialization may be used to balance course work.

## **EVIDENCE OF EQUIVALENCY**

If an individual does not meet the State minimum qualifications, the applicant must submit appropriate evidence to the college that can be used in establishing equivalency. The documentation submitted by the applicant must be as reliable and objective as a transcript, and such documentation must provide conclusive evidence of equivalency per any of the following:

- (A) Transcripts showing that appropriate courses were successfully completed at an accredited college\*\* or an appropriate foreign institution\*\*\*
- (B) Publications that show a general command of the major in question, the general education of the candidate, or his or her writing ability
- (C) Other work products that show a command of the discipline or occupation in question  
Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- (D) Verified professional experiences such as occupational experience, training, certification, and/or teaching experience in the discipline

**In determining the equivalence for a year of specified professional service, the equivalent experience must include the performance of duties typical of the specified professional service for at least 50% of the workweek with the remaining 50% of the workweek in related duties.**

- (E) Participation, beyond mere attendance, in colloquia, symposiums, seminars, conferences, concerts, productions, projects, or other evidence of such a nature
- (F) An employer statement and other evidence of work experience in the appropriate discipline
- (G) Other evidence of recognized accomplishments which demonstrate levels of expertise and skill clearly beyond those that are usual. (See *Rare Cases* section.)

The submission of evidence by the candidate does not guarantee that the candidate will meet the equivalency for a given discipline under the equivalency procedures described.

**\*\* College and university degrees and credits submitted for employment, including for the equivalency process or advancement, must be from United States Institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.**

**\*\*\* All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Postsecondary Accreditation and the United States Secretary of Education including foreign degrees and credits are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.**



## APPLICATION PROCESS

### POSITION ANNOUNCEMENTS

The following procedures will be used 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 employment, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedures are intended to ensure a fair, objective, and consistent process for determining when an applicant has the equivalent qualifications. They are not intended to grant waivers for lack of the required qualifications.

Announcements for full-time faculty positions shall include as required qualifications that the candidate must possess one of the following:

- Minimum qualifications for employment in that discipline as determined by the Board of Governors Disciplines List, or qualifications that are at least equivalent to the minimum qualifications determined by the Board of Governors, or
- An appropriate valid California Community College Credential.

### REVIEW OF APPLICATIONS - FULL-TIME FACULTY POSITIONS

1. The screening and interview committee (except student member) shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected for an interview has met the minimum qualifications for hire in that discipline or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or possesses an appropriate valid credential. The committee will select the most qualified candidates to be interviewed.
2. If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Academic Senate Professional Standards Committee all application materials of the candidate in question.

The Human Resources Office or designee will notify the chair of the Academic Senate Professional Standards Committee to consider the *Petition for Equivalency, including the Certification form*. Only the materials provided by the candidate at the time of the application will be considered in the Committee's determination. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See *Evidence of Equivalency*.)

3. The Committee will render its written decision to Human Resource within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final.

4. If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the Superintendent/President, the committee shall provide him or her with the Academic Senate Professional Standards Committee's written report describing the basis for the granting of equivalency (i.e. specific education, experience, other accomplishments), and other evidence that the Academic Senate Professional Standards Committee used to determine equivalency.
5. The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior to or conditioned upon the approval of the equivalency. The Board of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

Once granted equivalency and hired, applicants retain their equivalency status for their entire careers in the district.

#### REVIEW OF APPLICATIONS - PART-TIME AND CONTRACT FACULTY POSITIONS

1. The appropriate dean and department chair, in consultation with instructors in the discipline, shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected to be interviewed for the position has met the minimum qualifications for hire in that discipline; or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or, possesses an appropriate valid credential.

In determining equivalency, the appropriate dean, department chair, and discipline faculty shall use the Equivalency Guidelines in reviewing evidence submitted by the applicant to decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See *Evidence of Equivalency*.)

2. If there is agreement that the candidate meets equivalency, a Petition for Equivalency shall be forwarded to the chair of the Academic Senate Professional Standards Committee with the required documentation. Decisions will be based upon the documentation provided. The *Petition for Equivalency* and *Certification* packet must include the signature of the lead discipline faculty person or the petition for equivalency will not be reviewed,
3. The Committee will render a written decision and communicate it to Human Resources within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final.

4. The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior to or conditioned upon the approval of the equivalency. The Board of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

## **RESUBMISSIONS OF EQUIVALENCY PETITIONS**

Resubmissions will only be reviewed if new information has become available: for example, if a candidate completes an additional degree or is awarded a license that may affect the outcome of the original decision.

## **UNFORESEEN OR EMERGENCY SITUATIONS**

For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full equivalency review process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

1. Vacancies that occur shortly before the beginning of a session.
2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
3. 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.).

Equivalency processes for part-time and "emergency" hires should be no different from those for full-time faculty. If the emergency occurs during a time that regular faculty are off-contract, such as during intersession or summer session, it is best to hire faculty who meet the minimum qualifications to ensure professional standards are maintained consistently and fairly.

If a Petition for Equivalency arises in such a case, and the Academic Senate Professional Standards Committee chair or designee is not available, then the Vice President, Academic Affairs may consult with the Academic Senate President or Vice President to approve the equivalency, subject to board approval, based on the AHC Equivalency Guidelines.

Also see:

BP and AP 7120 Recruitment and Hiring

BP and AP 7501 Faculty Internships

**References:** Education Code Sections 87001, 87003, 87359(a) and 87743.2;  
Title 5 Sections 53400 et seq.

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