

DRAFT

## EQUIVALENCY POLICY AND PROCEDURES

### POLICY

In accordance with Education Code Section 87359 and Section 53430 of the California Code of Regulations, Title 5, the San Bernardino Community College District may grant equivalency to the minimum qualifications of a degree and/or experience required for a position to those applicants who provide conclusive evidence of equivalency to the minimum qualifications. Equivalency for degree requirements is based on conclusive evidence that an applicant possesses the general education and the major course work required for the required degree or clear and verifiable eminence in the discipline. Equivalency for required experience is based on conclusive evidence of mastery of the skills of the vocation for the specific assignment as well as for other courses in the discipline and extensive and diverse knowledge of the working environment of the vocation.

### PROCEDURE

Committee :

Each college will establish an Equivalency Committee as follows:

- Equivalency Committee will include the Vice President of Instruction or designee, the President of the Academic Senate or designee, and at least one discipline expert from the department/division/program in which the position exists discipline in question [Note that departments are administrative structures that include different disciplines]. [Why does administration participate on an equivalency committee? Determination of equivalency should rest primarily with discipline faculty. Academic Senate presence is appropriate to ensure consistency and fairness across disciplines. What is the interest of administration?]
- Equivalency Committee will include the Dean or designee, the President of the Academic Senate or designee, and at least one discipline expert from the department/division/program in which the position exists.

In no case shall a person who serves on the Search Committee or who is

recommending equivalency also serve on the Equivalency Committee. [What "search committee" does this refer to? For full-time screening, the equivalency committee is actually a subcommittee of discipline faculty on the screening committee. Thus this restriction seems inconsistent with the draft hiring policy.]

If a discipline expert is not available from the division/department/program, a discipline expert from the other college in the district or from another college outside the district, university, or the community may be asked to serve on the committee. Equivalency granted by either ~~committee~~ college is acceptable throughout the District.

### Criteria:

Granting equivalency to minimum qualifications is based on the same criteria, documentation, and committee deliberation for all faculty positions: full-time, part-time, leave replacement, and grant/special funded positions.

For disciplines normally requiring a master's degree, equivalency may be granted on the basis of any of the following:

- a. Completion of the master's degree from an accredited institution in the discipline under a different name;
- b. Completion of the course work and academic requirements (such as a thesis or practicum for the master's degree from accredited institutions in the discipline without the award of the degree);
- c. Completion of a bachelor's degree from an accredited institution and not less than 30 graduate units (48 quarter units) of appropriate and relevant course work from accredited institutions if the course work equals a master's degree in the discipline in breadth, depth, and rigor;
- d. Completion of a bachelor's degree from an accredited institution plus additional appropriate and relevant graduate course work from accredited institutions and verifiable experience in the discipline which would require knowledge of the discipline equal to the level required in the minimum qualifications; and
- e. Clear and verifiable eminence in the discipline acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products (such as published works or invited presentations to discipline related professional organizations) that would require a depth and breadth of knowledge in the discipline comparable to the degree level work.

For disciplines in which the master's degree is not generally expected or available, the criteria shall be any of the following:

- a. Six years of documented experience in the discipline and 60 undergraduate semester units (90 quarter units) from accredited institutions comparable to the breadth and depth of coursework equal to an associate's degree;
- b. Two years of documented experience in the discipline, and 120 undergraduate semester units (180 quarter units) from accredited institutions;
- c. Six years of documented experience in the discipline and undergraduate course work from accredited institutions where the combination of course work and additional experience equals the associate's degree in breadth, depth and rigor; and
- d. Clear and verifiable eminence in the discipline acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products that would require a depth and breadth of knowledge comparable to the minimum qualifications.

## PROCESS

### Applicants

The position announcement will provide for the presentation of qualifications equivalent to the minimum qualifications.

Applicants who believe that they possess qualifications equivalent to the minimum qualifications for a position and wish to request that a determination of equivalency be made in a specific discipline must complete a District Request for Equivalency form and provide supporting documentation as appropriate. Applicants for both full time and part time *[hyphenate full-time and part-time.]* positions are notified of the opportunity to apply for an equivalency at the time of application.

It is the applicant's responsibility to complete the form and provide documentation. Search committees will not seek additional documentation. Applicants who do not meet the minimum qualifications and who have not completed a Request for Equivalency will not be considered for employment.

The Request for Equivalency and supporting documentation are submitted with the application form to Human Resources.

The application and supporting documentation will be forwarded to the

Equivalency Committee for a determination.

The Equivalency Committee **reviews** [Note shift in tense. Future is used directly above and below.] the equivalency request and **returns** the application and supporting documentation to Human Resources with a determination

Human Resources will forward the application and equivalency approval to the screening committee.

If an applicant is approved and subsequently hired to fill a position, the documents and experience that support the equivalency must be verified just as minimum qualifications for other new faculty are verified via transcripts and employment verification letters.

Employees:

Employees seeking an equivalency must complete a Request for Equivalency form and provide supporting documentation as appropriate. It is the employee's responsibility to complete the form, provide documentation, and forward the information to the Chair of the Equivalency Committee.

The Equivalency Committee **reviews** the equivalency request and **notifies** the employee and the appropriate administrator of its determination.

## OTHER PROVISIONS

Equivalency is granted on a District-wide basis.

Equivalency is granted for a discipline and not for a specific course within a discipline.

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

A determination of equivalency does not guarantee an interview, employment, or reassignment. The determination of equivalency establishes that the individual meets the minimum qualifications for the position and does not bestow rights to any position or process.

The granting of an equivalency is on a case-by-case basis and does not establish precedent for future applicants.

Equivalency shall not be granted on a "contingency" or "emergency" basis pending additional review or receipt of documentation for any reason.

Teaching experience is not equivalent to work experience in the discipline. [This restriction relates to the work experience designated for disciplines on the non-masters list.]

DRAFT

**SUPPLEMENTAL EQUIVALENCY REQUEST**  
San Bernardino Community College District

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Department of Equivalency  
Request

Equivalency is the process by which a person can meet the minimum qualifications of his/her discipline. It is the responsibility of the candidate to provide conclusive evidence of equivalency to the State approved requirements through the use of transcripts, publications, statements validating related work experience, and other work products that show a command of the major or occupation in question. Below are listed the criteria for equivalency and evidence. **Please check which criteria you wish to be evaluated against, which evidence you are providing, and submit a written statement and all tangible evidence necessary to support your request.**

CRITERIA

- I. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding as exhibited by A or B:

( ) A. The amount of formal education required for the degree and the number of major course units required for that degree.

( ) B. Mastery of the skills thorough enough for the specific course assignment(s).

A candidate who does not provide conclusive evidence in regard to either A or B does not possess the equivalent of the degree in question.

II. For the equivalent of required experience, possession of thorough and broad skills and knowledge for each of the following as separate and distinct criteria:

( ) A. Mastery of the skills thorough enough for the specific course assignment(s).

( ) B. Extensive and diverse understanding of the current work environment of the specific course assignment(s).

A candidate who does not present conclusive evidence in regard to either A or B does not possess the equivalent of the experience in question.

**EVIDENCE (Submit a written statement and all tangible evidence necessary to support your request and submit along with the application materials.)**

Conclusive evidence shall be:

( ) 1. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution;

( ) 2. Publications that show a command of the major in question, the general education of the candidate, or his or her writing skills;

( ) 3. Substantial artistic experience and/or accomplishments equivalent to the degree, (e.g., performances, shows, exhibitions, compositions, or books);

( ) 4. Work experience verification (e.g., letters supporting length and level of service or current certification or license appropriate for the specific course assignments).

I understand that it is my responsibility to conclusively prove equivalency to the minimum qualifications required for my discipline.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

