

# VICTOR VALLEY COLLEGE EQUIVALENCY QUALIFICATION FORM

## **Determination of Equivalency**

The goal of the Victor Valley Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a diverse student population.

Those lacking a specific degree or experience specified in the Board of Governor's Minimum Qualifications List

(<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/MinimumQualifications/MQsforFacultyandAdministrators/tabid/753/Default.aspx>) nonetheless possesses qualifications that are equivalent, the following guidelines have been established. Ed Code § 87359.

## **Guidelines:**

1. It is the applicant's responsibility to submit conclusive evidence and submit all documentation in support of equivalency. It is also advised that the applicant be available for questions.
2. All deliberations of the Equivalency Committee and all records involved in the proceeding shall be strictly confidential.
3. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview or a job.
4. When an equivalency is granted or denied an official form shall be filed with the Human Resource Department. This form shall include a complete description of the Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position.
5. The granting of equivalency is on case-by-case basis and does not set precedence for future hires.
6. All decisions by the equivalency committee are final.

## **Time Line for Submission**

The Academic Senate Committee meets during fall and spring Semesters only. Early submissions are required. No candidate may work without approval from the committee and the Victor Valley College Board of Trustees (other requirements may apply).

## **Conditions**

The minimum standard for equivalency may come in three ways:

1. Course work:  
A Master's degree in a discipline which is not specifically named on the Board of Governor's Minimum Qualifications list for the particular discipline in question, but which when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed on the Minimum Qualifications List. Only courses with a passing grade of C or better will be considered.

2. Work Experience:

The candidate is responsible for submitting evidence proving mastery of the skills in the vocation, thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline. Extensive and diverse knowledge of the working environment is required. Applicants will be required to provide specific and conclusive evidence of equivalency such as certifications, licenses, portfolios, publications, honors, or awards, or other work related achievements. A minimum of fifteen years work experience in the field required.

3. Coursework/Work Experience Combination (Vocational Areas):

In the vocational area, a combination of course work and work experience in the field may be combined in order to meet the minimum qualifications.

Coursework From Accredited Institution	Work Experience
45 semester units	8 years experience
30 semester units	10 years experience
15 semester units	12 years experience
0-14 semester units	15 years experience

The candidate is responsible for submitting evidence proving mastery of the skills in the vocation, thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline. Applicants will be required to provide specific and conclusive evidence of equivalency such as certifications, licenses, portfolios, publications, honors, or awards, or other work related achievements. Only courses with a passing grade of C or better will be considered.

4. Eminence:

Verifiable eminence in the field: plus conclusive evidence of the ability to teach effectively at the community college level. Eminence as evidenced by prominence and celebrity is established by the specific industry and/or community at large. This shall include appropriate state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.