

**Victor Valley College
Administrative Procedure 7211
Faculty Service Areas, Minimum Qualifications, and Equivalencies**

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

Faculty Service Areas

Faculty service areas have been established after negotiation and consultation as required by law with the appropriate faculty representatives and are incorporated into the collective bargaining agreement.

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 Process

An equivalency determination process has been 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 equivalency determination process shall ensure that participants:

- Are available to screen and act as a resource regarding equivalency determinations.
- Recommend equivalency determinations to the Board of Trustees.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records of all equivalency determinations are communicated to the Human Resources Office.

Additionally, the Academic Senate shall:

- Periodically review this procedure and recommend necessary changes to the Academic Senate.
- Ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies

The following procedural language is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Minimum Qualifications Handbook that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those

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required by the Minimum Qualifications 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 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 of the Minimum Qualifications List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to complete the forms, state their reasons and 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.

Specifically, an applicant making the claim must provide conclusive evidence in regard to the following:

1. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement with breadth and depth of understanding and rigor for each of the following as separate and distinct criteria: General Education required for the degree; and Course work required for the degree major.
2. For the equivalent of required experience, possession of thorough and broad knowledge for each of the following as separate and distinct criteria:
 - a. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching all other courses in the discipline; and
 - b. Extensive and diverse knowledge of the working environment of the vocation.

A candidate must present conclusive evidence in regard to both a. and b. above to be considered to possess the equivalent of the experience in question.

Evidence

Conclusive evidence shall require one or more of the following:

1. A transcript showing that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the District;
2. Publications that show the applicant's command of the major in question, his/her general education, or his/her writing skill;
3. Other work products that show the applicant's command of the major or occupation in question; and
4. Work experience verification.

All equivalencies will be determined by the Academic Senate equivalency committee and the Academic Senate President.

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 equivalency committee shall determine the equivalency status immediately and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to the Academic Senate President.

*The Academic Senate President will review the recommendation and either accept it or reject it. If the candidate is acceptable, the department is free to make the offer to the candidate.

*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 term 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 term or after the term begins.

**An unforeseen opportunity, occurring shortly before the beginning of a term, 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/experience:** 120 semester units AND two years of experience in the discipline; or 60 units AND six years of 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 and local policy, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and the Vice President of Instruction 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 and Academic Senate President as deemed "equivalent" for that discipline.

The Human Resources Office maintains the records of all applicants applying for equivalency.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
FACULTY MINIMUM QUALIFICATIONS UNDER EQUIVALENCY PROCESS
(Approved by Academic Senate March 2, 2006, Updated by Academic Senate March 4,
2010)**

APPLICANT NAME _____ DISCIPLINE _____

Please refer to the Equivalency Qualifications document attached to this request form for guidelines and conditions upon which equivalency may be approved.

The minimum standard for equivalency may be met in one of following ways -- course work, work experience, a combination of course work and work experience for vocational areas only, or eminence.

Please check the appropriate box under which you are submitting the equivalency request and provide the **required documentation:**

• **COURSE WORK**

A master's degree in a discipline which is not specifically named on the Board of Governor's minimum qualification list for the particular discipline in question, but includes course work which clearly parallels and/or is closely related to the discipline which is specifically listed on the minimum qualifications list. (Course work must be satisfactorily completed with a grade of C or higher and must be from an accredited institution recognized by the Department of Education).

Please list the Board of Governor's minimum qualification for the discipline and the specific courses from the applicant's transcripts which parallel or are closely related to the discipline listed on the minimum qualifications list.

• **WORK EXPERIENCE**

A minimum of fifteen (15) years of work experience in the field is required. 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, employer certificatory letter, recency of experience.

Please provide a statement and evidence as listed showing mastery of the skills of the vocation with a minimum of fifteen (15) years of experience.

• **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

Please provide a statement and evidence showing mastery of the skills of the vocation with a minimum of years of experience and transcripts indicating a minimum number of semester units, as shown above.

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• **EMINENCE**

The candidate must provide verifiable eminence in the field, plus conclusive evidence of the ability to teach effectively at the community college level. The candidate must provide clear and preponderant evidence of understanding the principles of teaching and he/she possesses the skills necessary 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 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, and the college may also seek other avenues to verify the eminence of the candidate.

Please provide a statement and evidence which indicates why the applicant should be approved under the eminence provision of equivalency and provide the required documentation.

Approved Disapproved

_____. _____ .
Department Chair’s Name Signature Date

Equivalency Committee:

_____. _____ .
Name Signature Date

_____. _____ .
Name Signature Date

_____. _____ .
Name Signature Date

Academic Senate President:

_____. _____ .
Name Signature Date

COMMENTS:

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