

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

FACULTY MINIMUM QUALIFICATIONS UNDER EQUIVALENCY PROCESS

(Approved by Faculty Senate March 2, 2006)

APPLICANT NAME _____ DISCIPLINE _____

Please refer to the Equivalency Qualifications policy 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 three ways—course work, work experience, 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.

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 or 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 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, 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	<input type="checkbox"/>	<input type="checkbox"/>
Dean's Name	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
Vice President, Instruction	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
Equivalency Committee:				
Name	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
Name	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
Name	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Senate President:				
Name	Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

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.cococo.edu/divisions/eesed/ea_lr/pamq/min_qual/min%20qual%20%20revJan122006.pdf), 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. 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.