



Book	VCCCD Administrative Procedure Manual
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**~~A. Procedure for the Determination of Qualifying Degrees Determination of Qualifying Degrees. (When When Degrees are not specifically Specifically defined Listed in by the Minimum Qualifications for Faculty and Administrators in California Community Colleges~~**

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

## **B. Procedure for the Predetermination of List of Qualifying Equivalent Degrees**

1. The Academic Senate Presidents meet regularly (minimum once a semester) to determine the disciplines for which lists of degrees that are equivalent to those required by the Board of Governors need to be developed or modified.
2. For each discipline requiring the establishment or modification of such a list, the Academic Senate Presidents will convene a committee consisting of one tenured faculty member in the discipline from each college to develop or revise the list of equivalent degrees, and an Academic Senate President serving in an ex-officio capacity who is responsible for meeting facilitation. When a tenured faculty member is not available, a tenured faculty member in a related discipline may serve on the committee. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. A minimum of two faculty members and an Academic Senate President must be present for there to be a quorum. The Director of Employment Services may approve exceptions to committee composition as necessary.

Should the discipline exist at only one college, a committee from that college shall convene for the purpose developing or revising the list. The committee shall consist of two tenured faculty members in the discipline and an Academic Senate President serving in an ex-officio capacity who is responsible for meeting facilitation. The Director of Employment Services may approve exceptions to committee composition as necessary.

The committee has the option of conducting business in an asynchronous (email/serial meeting) or synchronous (all members meet and discuss at the same time) meeting format.

3. The Academic Senate Presidents, Executive Vice Presidents/Vice Presidents, and Presidents at the colleges with the discipline, Director of Employment Services, and Vice Chancellor-Human Resources, in that order, review the recommendations of the committee. The aforementioned individuals endorse or deny the recommended equivalent degrees, relying primarily on the advice and judgment of the committee, in accordance with California Education Code section 87359, subdivision (b). The individuals sign the Qualifying Equivalent Degrees form for the purpose of indicating endorsement of the equivalent degrees.

In the event a recommendation is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The final authority to approve the list of equivalent degrees remains with the Board of Trustees or designee.

## **C. Procedure for the Determination of Equivalency**

1. All faculty position announcements state the required minimum qualifications as specified by the Minimum Qualifications for Faculty and Administrators in California Community Colleges, local qualifications, if any, and diversity qualifications, degrees that have been predetermined to be equivalent to the minimum qualifications, and including the possibility of meeting the degree requirements by equivalency.
2. Each fall-semester term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the current hiring cycle following academic year and in consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee and, an Academic Senate

President serving in an ex-officio capacity ~~who is , and a Human Resources Department representative~~ responsible for meeting facilitation. A minimum of two faculty members ~~and an,~~ the Academic Senate President ~~and the Human Resources Department representative~~ must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. The Director of Employment Services may approve exceptions to the above composition as necessary following consultation with the Academic Senate Presidents.-

Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee from that college shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services may approve exceptions to committee compositions as necessary.

~~2.3. No later than two work days F~~ following the closing date of the recruitment and provided a districtwide equivalency meeting has been scheduled, the Human Resources Department forwards ~~the information needed to access the application materials requests for equivalencies for faculty positions to the committee members appropriate districtwide equivalency committee, no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. If the equivalency committee is unable to meet within five work days following the closing date, the Human Resources Department will forward all relevant information to the Academic Senate President who will manage the committee's activities including scheduling any meetings of the committee. The committee has the option of evaluating the requests for equivalency in either an asynchronous or synchronous meeting format. Provided an asynchronous format is utilized, the committee members will review the requests independently and meet only in the event that there is a disagreement. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.~~

~~3.4.~~ The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. A ~~L~~ess than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended, on the Declaration of Equivalency Form.

~~4.5.~~ The Human Resources Department ~~forwards all recommended equivalencies to the~~ notifies the full screening committee(s) for review along with all other completed application materials which applicants were recommended for equivalency.

~~5.~~ Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose

~~to sustain or modify its initial recommendation.~~

6. The local Academic Senate President, Executive Vice President/Vice President, College President, Director of Employment Services, and Vice Chancellor, ~~Human Resources, Chancellor, and Board of Trustees or designee~~, in that order, review those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency.

In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The final authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.

~~6. Representatives of the collective Academic Senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.~~

See Attachment: Disciplines Unique to a College.