



Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
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It is the policy of the Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vccd.edu>).

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all District faculty job announcements.

Local Qualifications: The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These local qualifications are to be determined by the dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

II. EQUIVALENCY

A. Definition

Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of California Community Colleges, was established to credit those whose preparation is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) and approved by the Board. It does not give the District the authority to waive or lower standards and accept less-qualified individuals. Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The District Board of Trustees or designee will not approve single-course equivalencies.

B. Criteria for Equivalency: Disciplines requiring a master's degree

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon either of the following:

1. Completion of appropriate coursework in a related degree: Equivalency may be considered based on a completion of appropriate coursework for a related degree. In the event an applicant lacks the specific degree or experience listed in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, the applicant must meet one of the following minimum standards:
 - a. Possess a master's degree in a discipline not specifically listed in the job announcement and upon review by the Districtwide equivalency committee, it is determined the coursework is closely related and/or parallel to the required discipline;

OR

b. Possess a bachelor's degree in the required discipline, plus an additional 30 graduate-level semester units of coursework specific to the discipline and relevant to the position. The coursework must be from an "accredited institution" as defined by Title 5, section 53406. (An applicant may not be deemed equivalent for both a bachelor's and a master's degree.)

2. Eminence: Eminence may be considered for an individual who is eminent in a specific endeavor and is recognized as such beyond the boundaries of his or her community; has demonstrably advanced his or her field; has been acknowledged by his or her peers beyond the norm for others in the specific endeavor, and attained prominence and celebrity status in the specific industry and/or community at-large. Eminence alone is not sufficient to grant equivalency. In addition, the individual must provide:

Evidence he or she possesses the equivalent of the minimum general education component of the appropriate degree; and

Evidence of the specialized knowledge of a particular discipline; and Eminence

criteria must include all of the following:

a. The applicant is recognized as eminent beyond the boundaries of his or her community. The applicant must be renowned outside of the individual's geographic community, whose professional reputation, expertise, and influence is beyond the norm within the field;

AND

b. The applicant has demonstrably advanced his or her field. The applicant must provide documentation to demonstrate advancement of the field by advanced degrees OR distinguished employment within the field OR evidence of research and authorship activities substantially contributing to the field;

AND

c. The applicant is acknowledged by his or her peers beyond the norm for others in the specific endeavor and provides evidence of several of the following:

1) Letters from other experts, former employers, or professional colleagues in the field (beyond those with whom he or she currently works) relating to the individual's recognized expertise, position, or prominence within the field;

2) Documents evidencing an extraordinary ability worthy of distinction, such as written advisory opinions from peer groups or organizations representing the field;

3) Evidence of a major, nationally or internationally recognized award for uncommon achievement in or advancement of a particular field;

4) Evidence of a significant contribution made to their fields;

5) Publications and/or articles published in established trade or professional

journals;

6) Evidence of having been invited to present to discipline-related professional organizations;

7) Evidence of extraordinary success in their field;

AND

d. The applicant has attained prominence and celebrity status in the specific industry or community at-large. This may include appropriate local, state, national, and international associations, organizations, trade unions, guilds, or communities comprised of experts, who are themselves renowned in the specific field and who can attest, in writing, the prominence and celebrity status of the individual;

Documentation verifying eminence.

It is the applicant's responsibility to provide supporting documentation and information for consideration. Documentation shall include a completed Supplemental Questionnaire for Equivalency from the individual describing his or her accomplishments that support a claim of eminence and shall include:

Academic background documentation:

- Transcripts showing completion of advanced degrees;

OR

- Transcripts showing academic work equivalent to general education required for the degree listed under the minimum qualifications for the discipline.

Eminence-supporting documentation:

- Distinguished employment or performance records in the specific field of endeavor;
- Evidence of leadership in state or national professional organizations;
- Authored publications in their entirety;
- Evidence of work products demonstrating a command of the discipline;
- Awards or honors attained for contributions to his or her field of endeavor;
- Statements/letters from individuals or groups (beyond those with whom he or she currently works) whose evaluations would support eminence.

C. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, but which require a specific bachelor's or associate degree

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria:

1. Completion of related college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two years of full-time equivalent occupational experience in the discipline; or
- 60 semester units AND six years of full-time equivalent occupational experience in the discipline; or
- 30 semester units or industrial certification AND eight years of full-time equivalent occupational experience in the discipline.

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

2. Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

3. Recency: An individual shall demonstrate current knowledge of the discipline.

D. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, and in which a related bachelor's or associate degree is not generally expected or available

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria:

1. Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two years of full-time equivalent occupational experience in the discipline; or
- 60 semester units AND six years of full-time equivalent occupational experience in the discipline; or
- 30 semester units or industrial certification AND eight years of full-time equivalent occupational experience in the discipline.

Note: All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.

2. Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

3. Recency: An individual shall demonstrate current knowledge of the discipline.

See Administrative Procedure 7211.