

Book VCCCD Administrative Procedure Manual

Section Chapter 7 Human Resources

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California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2

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1. **Procedure for the Determination of Qualifying Degrees ~~Determination of Qualifying Degrees. (When~~ When Degrees are not ~~specifically~~ Specifically ~~defined Named~~ 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. A two thirds majority of the committee is required for approval.
   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).

# 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.

* 1. 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.

# 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.

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.

For disciplines that are taught at more than one college a district-wide equivalency committee will be formed each year. Membership will consist of the academic senate president from each college (or their designee) and two additional faculty members from each college, chosen by the academic senate at the college. All members of the committee must be full-time, tenured faculty. Members may consult with discipline faculty at their colleges according to processes determined by each college. All colleges must be present at a meeting in order for there to be a quorum. The committee will meet at least once per month (more often, if necessary) to evaluate equivalency requests.~~2.~~3.As applications are received and no later than two work days ~~F~~following the closing date of the recruitment 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. 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 2/3 vote by all committee members present. A ~~L~~less than a 2/3 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.

1. ~~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.~~

1. The local Academic Senate President,Chief Instructional Officer, , 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.