

HARTNELL COLLEGE

EQUIVALENCY TO MINIMUM QUALIFICATIONS FOR ACADEMIC PERSONNEL

I. Purpose

All academic personnel must meet minimum qualifications as set forth in the Board of Governor's (BOG) Disciplines and in Title 5 of the California Code of Regulations. Districts are authorized to establish local policies and practices for determining equivalency to the minimum qualifications.

This policy establishes criteria and procedures for the application of equivalency to the minimum qualifications established in Hartnell College Board Policy. The standards and practices set forth in this policy shall be applied to determine the qualification for hire of candidates for credit or noncredit assignments who state they possess education, training, and/or experience at least equivalent to the minimum qualifications established by Title 5.

II. Policy

It is the policy of Hartnell College that hiring procedures and guidelines be established to provide for college academic personnel who:

- B are highly qualified,
- B are expert in their subject and administrative areas,
- B are skilled in teaching and serving the needs of a diverse student population,
- B can foster overall college effectiveness and
- B are sensitive to the diversity of the adult population of the state of California.

The Board of Trustees, represented by the Administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility in the development and implementation of the Academic

determination of Equivalency to Minimum Qualifications:

- B Academic Senate President, or designee
- B One faculty member from the discipline for which a candidate is applying for equivalence
- B One additional faculty member appointed by the Academic Senate to serve for the year
- B Chief Instructional Officer, or designee

IV. Standards

The granting of equivalency is on a case-by-case basis. Equivalency may be achieved by course work or work experience. Equivalency may never mean lesser qualifications than the published minimum qualifications.

A candidate who claims equivalent qualifications shall be responsible for providing conclusive evidence as clear and reliable as the college transcripts being submitted by the other candidates that s/he has qualifications at least equivalent to those required. The candidate shall also be available for interview or examination if requested. All material provided shall remain in the applicant's file or personnel file.

Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate shall or shall not be interviewed or hired. Once granted equivalency the candidate shall be placed in a pool of qualified applicants, any number of whom may be considered for a given position. Adjunct faculty applicants granted equivalency prior to the implementation of this policy must be re-evaluated under the terms of this policy. Full-time faculty granted equivalency in the discipline for which they were hired will not require re-evaluation for that discipline.

Each district establishes its own equivalency process and equivalency is not transferable from district to district. Therefore, when academic personnel apply for a position in another district, they may need to go through that district's equivalency processes. Applicants who have been granted equivalency in another district will be required to establish equivalency at Hartnell College based on this policy.

Minimum qualifications, and therefore equivalencies, are determined for disciplines not for subject areas or courses within a discipline. An applicant is either qualified to teach a full range of courses in a discipline or not, regardless of whether applying for a full- or part-time position.

V. Qualifications

Hartnell College expects that some candidates may meet the minimum qualifications through the equivalency process. Candidates who have completed all the appropriate coursework for a particular degree but do not possess the specific degree named on the BOG Disciplines List

may possess equivalent qualification, which may be in the form of academic coursework and/or degrees, or work experience or a combination thereof. An applicant making such a claim must provide conclusive evidence of meeting the requirements stated in course 761.

c. In rare cases a Bachelor's degree in the discipline specified in the job announcement or a related discipline as identified in the BOG Discipline's List or determined by the Equivalency Committee, plus 30 additional semester units of graduate coursework in the discipline specified in the job announcement. This must include coursework designed for master's level research.

2. Formal Education Equivalent to the Bachelor's Degree:

a. At least 120 semester units, including 45 semester units representing a diversity of courses generally accepted as general education and, for disciplines that require a specific Bachelor's degree, 30 units in the discipline specified by the job announcement of which 24 are upper-division or graduate units.

3. Formal E.001 qn

It is the candidate's responsibility to request equivalency at the time s/he submits the application and to provide conclusive evidence that they possess qualifications at least equivalent to those required. The conclusive evidence must be as clear and reliable as college transcripts submitted by other candidates.

1. Evidence of Coursework:

Conclusive evidence for general education or major coursework shall be a transcript(s) demonstrating that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district. The applicant will indicate on the Equivalency Request Form

IX. Community College Teaching Credentials

Applicants holding a valid California Community College Teaching Credential appropriate to the discipline are viewed as meeting minimum qualifications. (Credentials were offered prior to 1990 and were grandfathered into the minimum qualifications definitions.) In such cases the equivalency process is not necessary.

IX. Emergencies

Hiring, and thus the need to determine equivalencies, may sometimes occur under very short timelines and during times when faculty are not working, i.e. during the days just before a semester begins. The Academic Senate

applicable provisions of the Education Code and Title 5 of the California Code of Regulations.

XII. Review and Revision

This policy and its standards and procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees. Changes to this policy, standards, or procedures shall be determined by mutual agreement of the Board of Trustees (or designee) and the Academic Senate, consistent with Hartnell College's shared governance policy and with California law pertaining to shared governance.

Academic Senate adopted ~~22~~-11

Board of Trustees approved ~~3~~11