

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 7  
Human Resources

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**AP 7120C Faculty Hiring**

*Revision*

**References:**

Education Code Sections 87001, 87355-87360  
Title 5, Sections 53400-53430  
Agreement between Coast Federation of Educators, American Federation of Teachers, Local 1911 and Coast Community College District  
Agreement between Coast Community College Association-California Teachers Association/National Education Association and the Cost Community College District  
Board Policy 3420 and Administrative Procedure 3420 Equal Employment Opportunity

**Full-Time Faculty Hiring Recruitment**

Recruitment shall be a proactive process intended to promote a welcoming and inclusive climate for faculty, including those with diverse backgrounds and a wide variety of experiences. The District will comply with Equal Employment Opportunity (EEO) as set forth in Board Policy 3420 and Administrative Procedure 3420.

**Application Materials**

A complete application may include, but not be limited to, the following:

1. Complete District Application Form as described on the job announcement (required)
2. Responses to Supplemental Questions (as required)
  3. Cover letter addressing the applicant's qualifications, including desirable qualifications for the subject(s) to be taught (as required)
  4. Resume/C.V. (as required)
  5. Unofficial transcripts (as required)
6. Equivalency Request Form (Appendix B) and supporting documentation (if applicable)

NOTE: Documents not requested in the job announcement will not be considered.

**Recruitment**

The District Office of Human Resources will coordinate efforts to advertise and recruit applicants for faculty positions. Advertisement and recruitment responsibilities shall include, but not be limited to, the following:

- Coordinate and establish print and electronic advertising resources, including but not limited to websites, newspapers, journals, magazines, and newsletters. Additional recruitment sources may include professional associations; county, state, and federal organizations; organizations promoting employment diversity; graduate schools; chairpersons at colleges and universities; and professional contacts and organizations, as appropriate.
- Promote District hiring needs and policies by meeting with local, state-wide, and out-of-state groups and individuals interested in employment opportunities with the District. Appropriate activities may include contacting college placement bureaus, attending job fairs, speaking to business organizations, visiting high school faculty, and generally promoting District employment opportunities.
- Work closely with College Human Resources to identify and recommend recruitment resources and needs for each advertised position.
- Report to the appropriate college Search Committee on advertising and recruitment activities during the recruitment process .
- Assist potential applicants and newly employed personnel with information about local housing, schools, spousal/domestic partner employment opportunities, transportation, and other practical concerns affected by the advertised position.

#### *College and Faculty Participation*

The District encourages and provides for the active participation of each College and faculty in recruitment efforts. Such participation may take the form of meeting with prospective applicants or representative groups to promote or explain advertised positions in detail, the advertisement of open positions at conferences and workshops, the mailing or distribution of flyers to representative individuals or groups, or other activities that would assist recruitment, such as District and College Hire Me workshops.

#### *Advertising Timeline*

With the understanding that timing is of major importance in successfully recruiting a diverse population of applicants for faculty positions, these guidelines shall apply:

- The authorization process for anticipated advertised positions shall commence as early as possible. To ensure the maximum time for recruitment and hiring procedures, authorizations for positions for the forthcoming year should be made in the fall semester whenever possible.
- All positions shall be advertised for a minimum of 20 business days. Any changes in the original length of time a job is advertised shall be discussed between the Human Resources Coordinator/EEO Representative, Chair of the Search Committee, and the Hiring Manager before implementation.
- In order to ensure full participation of faculty in the recruitment and hiring process and to provide maximum exposure of the advertised position to potential candidates, every effort shall be made for positions to close no later than four weeks before the end of the semester in which they are advertised. In the event faculty participate in hiring activities during non-duty days, faculty will be compensated as stipulated in the faculty bargaining unit Agreements (Agreement between CFE and CCCD and Agreement between CCA and CCCD).

- Notice of vacancy forms filed with the colleges to initiate authorization for positions shall include college recommendations for advertising resources in common use. Search Committee members are encouraged to enhance the list when it is practical to do so. Copies of the list of District advertising resources shall be available to faculty ahead of time so they may make such recommendations to their College Human Resources office.
- The District, in cooperation with the Search Committee, Selection Committee, Discipline-Based Minimum Qualification/Equivalency Committees MQ/EQ, and the Equivalency Oversight Committee (EqOC), shall make every effort to see that the steps required for hiring new faculty are completed in accordance with these procedures.

### **Development and Announcement of Position**

The Search Committee will review and approve the job announcement and forward recommendations to the College Office of Human Resources. The Human Resources Coordinator/EEO Representative will notify the Search Committee Chair of any recommended changes prior to advertisement. The Search Committee Chair reserves the right to return the job announcement to the appropriate committee (Search or Academic Senate) for approval. Final approval of the job announcement is the responsibility of the College President.

All job announcements for faculty positions in the District shall include the following requirements:

- The Minimum Qualifications set by the state.
- Education and/or experience equivalent to the Minimum Qualifications as per the District's Equivalency.

Evidence of responsiveness to, and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded and inclusive practices within the classroom.

- Ability to contribute to campus and district-wide professional responsibilities and activities.
- Desirable qualifications (BP 7902 Faculty Service Areas, Minimum Qualifications and Equivalency) and/or additional required qualifications.
- Reference to the Equivalency Procedures.
- All faculty job announcements should contain this language: "May include online, evening, and weekend teaching assignments." Add some language about accommodations for religious and cultural practices.

In addition, the above criteria shall be included among those used by the Search Committee and Selection Committee to screen and/or interview candidates.

## **Search**

The College President, or designee, appoints the Division Dean from the discipline seeking a position to serve as Hiring Manager. In the event a discipline is not assigned to a Division Dean, the College President will appoint an alternate Division Dean.

The Hiring Manager shall inform the Academic Senate of the job opening and will initiate formulation of the Search Committee.

### **Search Committee Composition**

- Search Committee composition will consist of three full-time discipline faculty and the Hiring Manager, as appointed by the College President. Tenured faculty shall be given preference over tenure-track faculty to serve on the Search Committee.
  1. If there are more volunteers than number of committee member slots, the Academic Senate will facilitate a department vote. If the department vote results in a tie, the Academic Senate as a whole will vote.
  2. In the event there are not three volunteer faculty from the discipline, the discipline faculty and Dean, or in the case when there are no full-time faculty, the Dean, will request volunteers from other full-time or part-time discipline faculty from other Colleges in the District. The request must be made to the College's Academic Senate.
  3. The College President or designee will review the makeup of Search Committees. If the College President or designee does not approve a Search Committee for lack of diverse backgrounds and/or experiences, the College President or designee may collaborate with the Academic Senate to adjust the Search Committee composition.
  
- In rare circumstances, the Search Committee may request input from additional District or non-District, full-time and part-time, faculty, administrators, classified staff, students, or members of the community. This request may be made to the Academic Senate for one additional committee member. If the Academic Senate approves an additional committee member, that member will be appointed by the respective constituency group as follows:
  - Full or part-time faculty appointed by the Academic Senate
  - Administrator appointed by CDMA

- Classified appointed by the college classified participatory governance body
- Student appointed by Associated Students
- Community member appointed by the College President
- Retired Faculty member appointed by the Academic Senate
- Whenever possible, members of the Search Committee will reflect diversity as it pertains to Board Policy 3420.
- In all cases, search committees must be comprised of a majority of faculty.
- All members shall share full committee responsibilities.
- Since all committee members must participate in mandatory training and all elements of the search process, small committees are desirable.
- Each respective Academic Senate shall confirm faculty appointments to the Search Committee using local campus procedures and approve the Search Committee composition.

#### Search Committee Responsibilities

It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of qualifications specific to the position, which have been made known as such to candidates. All committee members, and those associated with such processes, must maintain the highest degree of confidentiality. Revealing information that has been discussed throughout the Search Committee process, other than with appropriate District personnel, compromises the process and associated individuals. Search Committee members may report process infractions and seek remedies as specified in the EEO procedures.

#### *Committee Chair*

The Search Committee will select a faculty member from its membership to chair the committee. ~~Responsibilities include:~~

- Implement all procedures under “Search Committee Responsibilities”;
- Notify the Human Resources Coordinator/EEO Representative, or designee, Academic Senate President, and the appropriate Hiring Manager of the composition of the Search Committee;
- Ensure application, screening, and interview materials are returned to the College Human Resources office; and
- Represent the Search Committee as a member of the Selection Committee.

#### *Human Resources Coordinator/EEO Representative or Designee*

- Review the role of the Search Committee;
- Provide the Search Committee with screening and selection instructions as described in these procedures;
- Ensure the Search Committee reviews and complies with the guidelines established in the District EEO Policy and Plan (BP 3420);
- Coordinate with the District Office of Human Resources regarding any District full-time faculty member who has requested a transfer according to the Agreement between CFE and CCCD;

- Coordinate and arrange for candidate interviews; and
- Make arrangements for all Search Committee meetings and schedule meeting times convenient for the majority of committee members with particular sensitivity to faculty teaching schedules.

### *Search Committee*

- The Search Committee shall elect its chair at the first meeting.
- Search Committee members shall:
  - Commit to the time required to complete the entire process;
  - Attend all meetings and interviews. If a Search Committee member is unable to attend a scheduled meeting, they shall not have any further involvement with the search process;
  - Review, understand, and comply with the District EEO Policy and Plan (BP 3420);
  - Familiarize themselves with the search process;
  - Meet with the Human Resources Coordinator/EEO Representative, or designee, before the screening of applicants to review the EEO procedures that are outlined in the District EEO Policy and Plan (BP 3420);
  - Complete the EEO training within two years prior to the start of the recruitment;
  - Review and approve the job announcement;
  - Develop application screening criteria that will be reviewed by the Human Resources Coordinator/EEO Representative or designee. The Human Resources Coordinator/EEO Representative, or designee, and the Search Committee Chair will discuss and agree upon any changes to the application screening criteria;
  - From the job announcement, develop interview questions that will be reviewed by the Human Resources Coordinator/EEO Representative, or designee. The Search Committee is encouraged to also consider demonstrations, a writing sample, or alternative forms of evaluation;
  - Interview current full-time District faculty members who have requested a transfer according to the Agreement between the CFE and CCCD.

### Search Process

#### *Orientation and EEO Training*

All Search Committee members are required to complete the District's EEO training within two years before the start of the recruitment process.

The Search Committee will meet with the District's Human Resources Coordinator/EEO Representative, or designee before the screening of applicants to review the EEO procedures, which are outlined in the District EEO Plan. The Search Committee will

review, understand, and comply with the District EEO Policy and Plan. Each Search Committee member will sign a Conflict of Interest and Confidentiality Statement.

### *Screening Criteria and Applicant Screening*

The committee will develop application screening criteria and rubrics, which will be reviewed by the Human Resources Coordinator/EEO Representative, or designee, and complete applicant screening.

The Search Committee will conduct a review of Minimum Qualifications. Applications for Equivalency will be processed in accordance with adopted Equivalency Procedures.

The Search Committee will evaluate candidates who meet the Minimum Qualifications or have been granted Equivalency and perform an independent evaluation of any desirable qualifications and/or additional required qualifications. Candidates will be ranked on the basis of established screening criteria and rubrics. The Search Committee shall meet to discuss candidates, resolve any discrepancies, and determine candidates to be interviewed.

### *Candidate Evaluation*

Committee members will not discuss ratings, rankings, or recommendations of candidates until all evaluations have been completed by each committee member. Following the independent evaluation, the committee will discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of qualified candidates with which to proceed to the interview phase. If yes, the committee will determine which candidates to invite for interview.

### *Initial Interview Process*

- All approved questions will be asked of each candidate.
- Each approved question will be posed by a member of the Search Committee.
- The same amount of time will be scheduled for each candidate.
- Consistency will be maintained during the interview process for valid comparison.
- All Search Committee members will make written comments for each response on the interview form.
- All Search Committee members will evaluate candidates according to the approved interview criteria.
- The Search Committee will select a minimum of three candidates. If the Committee does not select three candidates to move forward in the recruitment process, they must consult with the College President or designee.

At the conclusion of the initial interviews, all interview materials, along with the names of three candidates, will be forwarded to the District's Human Resources Coordinator/EEO Representative, or designee. In the event there are not a minimum of three preferred candidates, the Committee Chair and Hiring Manager will meet with the Search

Committee to discuss and explore alternatives. Alternatives may include (a) an agreement between the Hiring Manager and Search Committee, based on additional or clarifying information from the Hiring Manager, that the committee will re-evaluate the current pool for possible additional candidates; (b) a determination of the need for a new search; (c) a determination to discontinue the process and defer reopening for a period of time; or (d) an agreement to move only the selected candidates forward. If the committee and the Hiring Manager do not reach an agreement on how best to proceed, the College President or designee will be consulted and assist in making the final determination.

At the conclusion of each step of the search process, the Human Resources Coordinator/EEO Representative or designee, will review the recommendations of the Search Committee to ensure there is no adverse impact to disproportionately impacted groups. A disparity identified in a given screening or selection process will not constitute adverse impact if the numbers involved are too small to permit a meaningful comparison. When an adverse impact exists, the committee will meet to discuss and explore alternatives. Alternatives would include (a) an agreement, based on additional or clarifying information from the Human Resources Coordinator/EEO Representative, that the committee will re-evaluate the current pool for possible continuation of the process in a manner that removes the adverse impact; (b) a determination of the need for a new search with additional advertising efforts; or (c) a determination to discontinue the process and defer reopening for a period of time. If the committee, the Hiring Manager, and the Human Resources Coordinator/EEO Representative do not reach an agreement on how best to proceed, the Vice Chancellor of Human Resources or designee will be consulted and assist in making the final determination.

## **Selection**

### *Selection Committee Composition*

The Search Committee Chair or faculty discipline designee who served on the Search Committee will serve as the faculty representative on the Selection Committee. If the Search Committee has ranked the candidates, the faculty representative to the Selection Committee and the Hiring Manager have the responsibility to inform the Selection Committee of any rankings of the selected candidates after the final interviews have been completed and before a final decision is made.

The Selection Committee for full-time faculty hiring will consist of at least the following individuals:

- The College President, or designee
- College Vice Presidents may participate at their discretion
- The Division Dean
- The Search Committee Chair, if the Chair is a discipline faculty, or a discipline faculty designee who served on the Search Committee. If the Chair is not a discipline faculty, a discipline faculty member will be added to the Selection Committee.



- Other faculty or administrators may be added at the discretion of the College President.

### Selection Committee Responsibilities

#### *Reference Checks*

The College President or designee will conduct reference checks on the prescribed form of the selected candidates before or after the final interviews and may share results with the Selection Committee.

#### *Final Interviews*

The Selection Committee will:

- Be responsible for developing final interview questions, and for providing agreed upon questions to the Human Resources Coordinator/EEO Representative, or designee.
- Participate in the final interview.
- Discuss the merits of each candidate after final interviews conclude.
- Be responsible for giving due consideration to each finalist.

If the Search Committee ranked candidates, the Selection Committee members will then be informed of the Search Committee's ranking of the finalists. After discussing the qualifications of candidates, the College President makes their selection.

If the Search Committee's first choice is not selected for the position, and the Search Committee Chair objects to the College President's choice, the College President will meet with the Search Committee to discuss the rationale prior to the position being offered to the candidate. The College President then recommends their selection to the Chancellor. All recommended candidates are subject to Board approval.

#### *Notification of Candidates*

College Human Resources, or designee, is responsible for timely notification to each of the candidates of the College President's decision.

### **Emergency Hiring**

Full-Time (Temporary Contract Only – This Does Not Include Tenure Track)

For full-time, temporary contract, vacancies occurring unexpectedly within two weeks of the start of an assignment, a shortened "emergency" hiring process will be engaged.

The emergency hiring process will allow for a shortened recruitment period of up to five business days. The recruitment period for an emergency hiring process is to be determined in consultation between College Human Resources and the Division Dean or designee. The Search and Selection committees shall also be abbreviated, and will consist minimally of the Division Dean or designee and the Department Chair or designee.

## **PART-TIME FACULTY HIRING PROCEDURES**

### **Application Process**

The Part-time Faculty Applicant Pool is composed of faculty applicants who have applied for a part-time teaching position with the District. As specified in the following section, the applications of candidates for this Applicant Pool will be accepted on a continuous basis throughout the year and, as a result of specific advertisements, will be organized by discipline and will be sent to Deans or their designee that are seeking candidates for vacant part-time teaching positions. Faculty who are in this Applicant Pool have not been interviewed by a College Search Committee and equivalencies to minimum qualifications have not yet been determined.

### *Application Requirements*

All part-time faculty members must meet the required qualifications to teach in their respective disciplines as described in the State Chancellor's Office Publication *The Minimum Qualifications for Faculty and Administrators in California Community Colleges* ("Disciplines List") approved by the Board of Governors of the California Community Colleges, including the District's Equivalency Committee

### *Application Timeline*

Part-time-faculty candidates will be able to apply to the District for teaching positions at any time during the year. The District will maintain this continuous application process.

### *Recruitment Advertising*

At least two times a year, the District will advertise to recruit candidates for discipline areas in which:

- A College has requested an advertisement, **or**
- There are an inadequate number of candidates in the applicant pool, **or**
- There are an inadequate number of candidates reflecting diversity as described in Board Policy 3420.

### *Applicant Pool Maintenance*

Applicants will apply to the District's online applicant system to the discipline in which they are qualified and have interest in teaching. As necessary, the Dean overseeing the division the discipline is assigned requests access to all applications in the specified pool from the College Human Resources Coordinator, who requests release of applicants from the District Office of Human Resources. Applications in the District's part-time faculty applicant pools will expire two years from the date of application.

**Equivalency** – see BP and AP 7902, Faculty Service Areas, Minimum Qualifications and Equivalency.

### **Search and Selection**

### *Search and Selection Committee Composition*

The Search and Selection Committee will be comprised, at a minimum, of the Division Dean, or a designee, and the faculty department chair, or designee..

Each member of the Search and Selection Committee should read the relevant Board Policies and Administrative Procedures: EEO, Faculty Hiring, Faculty Service Areas, Minimum Qualifications and Equivalency, and Faculty Recruitment.

The Search Committee will also perform the functions of a Selection Committee for part-time faculty hiring. The purpose of the Search and Selection Committee is to establish a pre-screened discipline "Hiring Pool" to minimize emergency hiring of part-time faculty.

### Search and Selection Committee Responsibilities

#### *Human Resources Coordinator/EEO Representative will*

- Ensure that relevant Board Policies, Administrative Procedures, and laws are followed by the Search and Selection Committee members.
- Provide access to electronic applicant pool for the discipline faculty responsible for screening the applicants.
- Notify all candidates of the Search and Selection Committee's decisions.

#### *Division Dean*

- Contact other Division Deans in the District and other local community colleges to find qualified part-time faculty candidates.
- Schedule interviews with discipline faculty and candidates.
- Notify Human Resources Coordinator/EEO Representative of which applicants are to be added to the pre-screened "Hiring Pool".

#### *Discipline Faculty*

- Develop screening criteria and examine each applicant on the basis of those criteria.
- Create a list of screened applicants for interview.
- Provide to the Division Dean a list of several candidates to interview.
- Develop interview questions and a teaching/skill demonstration.

The Search and Selection Committee will evaluate the pre-screened and pre-qualified discipline pool and select a candidate(s). It is the obligation of the Search and Selection Committee to evaluate each candidate fully, impartially, and only in terms of qualifications specific to the position. In addition, since employment is a sensitive process, it is incumbent upon all committee members, and those associated with such processes, to maintain the highest degree of confidentiality through its entirety. To reveal information that has been discussed in committee would compromise the process and associated individuals. Any concerns regarding the process should be directed to the Human Resources Coordinator/EEO Representative.

After the interviews, the Search and Selection Committee members will confer and rank the candidates. The Division Dean or Department Chair will contact the references of the top candidates. Possible hiring decisions include the following:

- Hire for the next semester.
- Place in the pre-screened and pre-qualified pool of candidates for a future semester (“Hiring Pool”).
- Not to hire.

Once the candidate is selected, the Division Dean will consult with the department chair and/or discipline faculty to assign the candidate to the appropriate class based on the candidate’s expertise.

### **Emergency Hiring**

It is the goal of the District to minimize emergency hiring by encouraging the Search and Selection Committee to interview several applicants and maintain a pre-screened and pre-qualified discipline “Hiring Pool” on an on-going basis.

For part-time vacancies occurring within two weeks of the start of an assignment, a shortened “emergency” hiring process will commence.

By March of each academic year, discipline or division faculty shall review current part-time faculty applicant pools and determine qualified candidates who can be identified as an emergency hiring pool.

When such an emergency hiring need exists, the emergency Hiring Pool will be reviewed and a selection made from that pool of individuals who have already met minimal qualifications, including equivalency, in consultation between the Division Dean and Department Chair.

### **Administrators Desiring Part-Time Faculty Employment**

Administrators desiring part-time faculty employment shall be subject to the Part-Time Faculty Hiring Procedures. Division Deans and Department Chairs are expected to follow these procedures.

## **Appendices**

Appendix A – Hiring Timeline

Appendix B – Equivalency Request Form

## ***Hiring Timeline Appendix A***

The timeline must be followed to allow the recruitment process to conclude within the length of a semester. Search processes extending into non-duty days will be subject to additional compensation for faculty in accordance with the Agreement between the Coast Federation of Educators and the Coast Community College District.

The District, in cooperation with the Search Committee and Selection Committee, shall make every effort to see that the steps required for hiring new faculty are within the following timeline:

Note: In this timeline, Week 1 refers to the first week of the recruitment process.

### Week 1

- Positions to hire are determined by available funding through local campus processes.
- The College President notifies the Academic Senate, College Human Resources, Division Dean, and discipline faculty of the positions to hire.
- College Human Resources sends job descriptions for the positions to hire to the Academic Senate.
- The Academic Senate, in cooperation with the Division Dean, shall solicit nominations for faculty to serve on the Search Committee and develop the job description.

### Week 2-4

- The Academic Senate confirms faculty committee appointments to the Search Committee.
- Search Committee meets to elect a Chair and review and approve the job description developed for the program review process.
- Human Resources Coordinator/EEO Representative, or designee, meets with Search Committee to review EEO guidelines. Job announcement submitted and Human Resources Coordinator/EEO Representative notifies to the Search Committee Chair of any recommended changes prior to advertisement.
- Processing of job announcement by the District.
- Recruitment period begins.

### Weeks 5-6

- Search Committee submits initial and final screening criteria and initial interview questions to the Human Resources Coordinator/EEO Representative, or designee, to ensure adherence to EEO guidelines.

### Week 8

- Recruitment period ends.
- Applications for applicants requesting Equivalency are forwarded to the Discipline-Based Equivalency Committee (if applicable).
- Discipline-Based Equivalency Committee reviews applications and makes equivalency determinations.
- District receives and processes applications and releases applicant pool to the College.

#### Weeks 9-10

- Initial application screening begins. Applications are screened by the Search Committee to determine Minimum Qualifications.
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#### Weeks 11-12

- Final screening begins. Using established criteria, applications are screened by the Search Committee to determine those who will be interviewed.
- Interviews are scheduled.

#### Week 13

- Initial interviews are conducted by the Search Committee.
- Search Committee selects candidates to be forwarded to the Selection Committee.

#### Week 14

- Final interview questions are developed by the Selection Committee and submitted to Human Resources Coordinator/EEO. Representative and/or designee.
- Final interviews are conducted by the Selection Committee.
- Reference checks are conducted on selected candidate(s).
- Hiring recommendations are forwarded by the College President to the Board for approval.

### ***Equivalency Request Form Appendix B***

Date:

Applicant's Name:

Equivalency to stated minimum qualifications in the District is based on the degrees and/or experience delineated in “Minimum Qualifications for Faculty and Administrators in California Community Colleges” published by the California Community College Chancellor’s Office. Applicants should refer to this document when completing this request.

#### Disciplines Requiring a Master’s Degree

Applicants requesting equivalency in a discipline that requires a Master’s Degree must complete PART 1 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

#### Disciplines Requiring a Specific Bachelor’s or Associate’s Degree

Applicants requesting equivalency in a discipline that requires a specific Bachelor’s or Associate’s Degree must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

#### Disciplines in Which a Master’s Degree is not Generally Expected or Available

Applicants requesting equivalency in a discipline in which a Master’s Degree is not generally expected or available must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

Part I and Part II identify the minimum qualifications to be considered for equivalency. Meeting one or more of the qualifications listed below does not guarantee that equivalency will be granted as discipline experts will scrutinize the applicant’s request and supporting documentation to determine whether the applicant’s education and experience are *equivalent to the published minimum qualifications*.

The District does not grant equivalency on the basis of eminence. Nor does it grant single-course equivalencies.

### **PART I**

#### **Minimum Qualifications for Disciplines Requiring a Master’s Degree**

1. Discipline for which applicant claims equivalency:
2. Degree requirements for this discipline:

3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
  - A. Applicant holds a Master's Degree that is not in the discipline, but a Bachelor's Degree that may be equivalent if:
    - i. The Master's Degree is in a related field, or
    - ii. The Master's Degree is in an unrelated field, but the applicant possesses significant, verifiable discipline-related experience and skills. This applicant will be held to a higher level of scrutiny.
  - B. Applicant does not hold a Master's Degree, but combines verifiable education and experience to justify equivalency. This applicant will be held to an even higher level of scrutiny than an applicant who possesses a Master's Degree in the discipline or related discipline and must meet, at a minimum, one of the following conditions:
    - i. The applicant possesses a BA/BS in the discipline or related discipline and has at least 30 units of graduate or upper division units of course work in the discipline and at least one of the following:
      - Two years direct work experience in the field.
      - Two years supervised research in the field.
      - A publication record that demonstrates mastery of the field.
    - ii. The applicant has a BA/BS in the discipline or related discipline and appropriate license in the field.
    - iii. The applicant has a BA/BS in the discipline or related discipline and certificate for instruction in the field.
5. To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:
  - a. Copies of transcripts noting the relevant coursework.
  - b. Catalog descriptions of the courses referenced above.
  - c. Evidence of discipline-related work experience, research, or publications.

## **PART 2**



**Minimum Qualifications for Disciplines in Which a Master's Degree is not Generally Expected or Available and in Which a Specific Bachelor's Degree or Associate's Degree is Required**

1. Discipline for which the applicant claims equivalency:
2. Degree requirements for this discipline:
3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant possesses the following work experience:
5. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
  - a. Education
    - i. Applicant possesses a BA/BS or AA/AS in a related field when the published minimum qualifications require a specific BA/BS or AA/AS.
  - b. Education and Experience
    - i. Applicant possesses 120 semester units of coursework, half of which is general education coursework and half of which is upper division coursework AND possesses two year experience when the published minimum qualifications require a BA/BS and two year experience. Conclusive evidence of both education and experience is required.
    - ii. Applicant possesses 60 semester units of lower division coursework, 40 of which are general education units AND six year experience when the published minimum qualifications require an AA/AS and six year experience. Conclusive evidence of both education and experience is required.
  - c. Experience
    - i. Occupational proficiency as evidenced by the minimum number of years identified in the published minimum qualifications plus additional education, which includes college coursework or industry training in the discipline. This applicant should submit a writing sample to illustrate the applicant's ability to articulate him/herself in a collegiate environment.

6. To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:
  - a. Copies of transcripts noting the relevant coursework.
  - b. Catalog descriptions of the courses referenced above.
  - c. Evidence of work experience in the discipline.

Ratified September 2, 2015  
Ratified DATE