



Instructions for Faculty Equivalency Requests

1. Review the "Minimum Qualifications" section of the job posting and look at your transcripts. If the degree major(s) listed on your transcripts does not **EXACTLY** match the degree major(s) listed in the job posting, you do not **directly** meet the minimum qualifications and you must request equivalency.
2. Review the MiraCosta Community College District's Equivalency Guidelines on the following pages. If the minimum qualifications require a Master's degree, please use **Section A** of the Guidelines. If the minimum qualifications require a specific Bachelor's degree, please use **Section B**. If the minimum qualifications require any Bachelor's or Associate degree plus experience, please use **Section C**.
3. Using the Equivalency Guidelines on the following pages, attach an equivalency narrative document to your online application that supports your request for equivalency based on **one specific guideline**. By attaching this narrative document to your application, you attest to the best of your knowledge that the statements contained therein are complete, true, and correct. The narrative must include the following:
 - ◆ Your name
 - ◆ The title of the position for which you are applying
 - ◆ The discipline in which you are requesting equivalency
 - ◆ The section and number of the guideline under which you are requesting equivalency (for example: Section A3).
4. Based on **one specific guideline** under which you are requesting equivalency, provide the appropriate documentation listed below. If catalog pages are required, please be aware that most colleges and universities maintain electronic versions of their catalogs on their website, including archived catalogs from previous years.

Guideline #	Documentation Required
A1, A2,	Table listing at least 24 semester units of discipline-related, graduate coursework toward the required master's for which equivalency is being requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.
A3	Table listing at least 24 semester units of discipline-related, upper division/graduate coursework toward the required bachelor's for which equivalency is being requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.
A4	Table listing at least 24 semester units of discipline-related, graduate-level coursework – include the following: name of institution(s); course numbers; course titles; course descriptions; and number of semester units. Catalog pages showing course descriptions must also be submitted.
B1	Table listing at least 18 semester units of discipline-related, upper division/graduate coursework toward the required bachelor's for which equivalency is being requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.
B2	Table listing at least 18 semester units of upper division and/or graduate coursework in the discipline in which equivalency is requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.
A3, B2, C1, C2, C3 May be required for: A4, B3	Table listing experience, name of employer(s), dates of employment (start and end month/year), full-time or part-time (if part-time, must state hours per week and months per year); document(s) verifying employment from previous employer's human resources or payroll department(s); if self-employed, you must provide a notarized document listing experience.
C3	List of professional certifications from recognized professional organizations within the candidate's discipline. The department must confirm that the certification is valid and relevant.



Equivalency Guidelines – Section A

SECTION A: For all disciplines in which a Master’s degree is a minimum qualification, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://www.cccco.edu/-/media/CCCCO-Website/docs/minimum-qualifications/CCCCOReport-Minimum-Qualifications-2023_.pdf

A1	Candidate holds a master’s degree in a related or different field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related, graduate-level coursework.
A2	Candidate holds a master’s degree that is on the Minimum Qualifications for Faculty and Administrators in California Community Colleges; however, the candidate lacks the required bachelor’s degree identified on the Minimum Qualifications for Faculty and Administrators in California Community Colleges. The candidate must have at least twenty-four (24) semester units of discipline-related, upper division/graduate coursework towards the required bachelor’s degree for which equivalency is being requested.
A3	Candidate does not hold a master’s degree, but has a bachelor’s degree in the discipline and five years of full-time or full-time equivalent of discipline-specific experience in higher education teaching, research and/or publication, or professional work experience in the field.
A4	Candidates in specific disciplines (e.g., Art, Dance, Drama/Theater Arts, Film and Media Studies, Foreign Languages, Music) may qualify through education and/or experience other than what is listed in A1-A3 based on alternative guidelines established for each of these disciplines after Academic Senate has approved them.

SECTION B: For disciplines in which a Master’s degree may not be required or available, the minimum qualifications require a specific Bachelor’s degree, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://www.cccco.edu/-/media/CCCCO-Website/docs/minimum-qualifications/CCCCOReport-Minimum-Qualifications-2023_.pdf

B1	Candidate holds a bachelor’s degree in a related or different field, but candidate has at least 18 semester units of discipline-related upper-division and/or graduate level coursework.
B2	Candidate may be eligible under a combination of education and/or experience. One year of related full-time or full-time equivalent professional/occupational* experience is equivalent to 12 semester units of coursework. Candidate must have earned a minimum of 18 semester units of upper-division coursework in the discipline in which equivalency is requested.
B3	Candidates in specific disciplines may qualify through education and/or experience other than what is listed in B1-B2 based on alternative guidelines established for each of these disciplines after Academic Senate has approved them.



Equivalency Guidelines – Section B

SECTION C: For disciplines in which a Master’s degree is not generally available, the minimum qualifications are any Bachelor’s degree and two years of professional/ occupational* experience, or any Associate degree and six years of professional/ occupational* experience, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://www.cccco.edu/-/media/CCCCO-Website/docs/minimum-qualifications/CCCCOReport-Minimum-Qualifications-2023_.pdf

* “Professional experience” includes teaching experience. “Occupational experience” does not include teaching experience. (Title 5, Article 1, section 53404 - Definition of Experience)

C1	Candidate must have at least ten years of related full-time or full-time- equivalent professional/occupational experience when not applying any education toward equivalency.
C2	Candidate may be eligible under a combination of education and/or experience totaling to a minimum of 120 semester units and 2 years of relevant experience. One year of related full-time or full-time equivalent professional/occupational* experience is equivalent to 12 semester units of coursework. For example, an applicant may apply for equivalency if they have 72 semester units of coursework (equivalent to 6 years of experience) and have worked in the field for 6 full-time or full-time equivalent years.
C3	Candidate may be eligible under a combination of work experience and professional certification when not applying any education. The certification must be issued by a recognized professional organization in the discipline. Candidate must also have at least eight years of related full-time or full-time-equivalent professional/occupational experience. The department must validate the candidate’s certification.