

EQUIVALENCY RESPONSE FORM

Candidate: **Candidate Name**

Discipline: **Discipline**

Minimum qualifications: **Hiring department fills in the minimum qualifications for the discipline. Form circles around for signatures, and HR is copied on the emails.**

After reviewing the equivalency request and accompanying material from the above named candidate, I/we believe the candidate possesses qualifications equivalent to the minimum qualifications specified above per the "Minimum Qualifications for Faculty and Administrators in California Community Colleges."

Discipline Expert/Lead Signature (as required)

Date

Department Chair Signature

Date

■ EQUIVALENCY COMMITTEE

☐ Recommends approval of request

☐ Does not recommend approval

Equivalency Committee Chair Signature

Date

■ ACADEMIC SENATE

☐ Recommends approval of request

☐ Does not recommend approval

Academic Senate President Signature

Date

■ BOARD OF TRUSTEES RATIFICATION (**Superintendents Approval**)

☐ Recommends approval of request

☐ Does not recommend approval

■ **BOARD MEETING DATE RATIFIED**

■ **BOARD AGENDA ITEM NUMBER**

Date employee notified: _____

Candidate: _____

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.

>>To be completed by Equivalency Committee Chair.<<

- ☐ 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.