

MiraCosta Community College District (district) provides an opportunity for individuals applying for academic positions to provide evidence of their qualifications as stated in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process.

An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges and published as the Board of Governors-approved *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all district faculty job announcements.

Equivalency: Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of the California Community Colleges, was established to credit those whose preparation

is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. The authority to grant equivalency resides with the board of trustees or designee. The board relies primarily on the expertise of the faculty in the discipline utilizing the board's procedures developed and agreed upon jointly by the Academic Senate and approved by the board. It does not give the district the authority to waive or lower standards and accept less-qualified individuals.

Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The district board of trustees or designee will not approve single-course equivalencies.

II. PROCEDURE FOR THE DETERMINATION OF COMPARABLE DEGREE MAJOR TITLES WITHIN DISCIPLINES

This procedure is to establish and approve a list of degree major titles acceptable at MiraCosta College that are comparable to the degree major titles listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.

- A. A department compiles a list of comparable degree major titles and reviews with faculty for input and approval.

For each comparable degree major title, the following documentation is required:

1. A table comparing coursework from any U.S. accredited institution awarding a degree major title that is listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* with coursework from another U.S. accredited institution awarding a comparable degree with a different major title. The table should include:
 - a. Name of institutions
 - b. Course numbers
 - c. Course titles
 - d. Course descriptions
 - e. Semester units
 2. Catalog pages from both institutions showing course descriptions
- B. Department chairs submit the comparable degree major title list and required documentation to the Equivalency Committee for review. Department chairs may attend the equivalency committee meeting to advocate for the request to add the comparable degree major title(s). Equivalency Committee members review the documents, meet, and make a recommendation to Academic Senate.

- C. Academic Senate reviews the documents and acts on the recommendation of the equivalency committee, accepting or rejecting the recommendation. If the department chair wishes to appeal the decision by the Academic Senate, they may do so at a future Academic Senate meeting.
- D. Action by Academic Senate is recorded by the administrative secretary to the Academic Senate president.
- E. The comparable degree major title is sent to the board of trustees via the superintendent/president for approval.
- F. If the comparable degree major title is approved, the degree major title is added to the list of comparable degree major titles maintained by the administrative secretary to the Academic Senate president.
- G. After board approval, the administrative secretary to the Academic Senate president sends an e-mail notification to the requesting department chair, dean, vice presidents of instructional services and/or student services, and human resources technicians.
- H. If a comparable degree major title is not approved, the administrative secretary to the Academic Senate president sends an e-mail notification to the requesting department chair, dean, vice presidents of instructional services and/or student services, and human resources technicians.
- I. Faculty positions posted will contain the approved comparable degree major titles.
- J. All applicants holding degrees with approved comparable degree major titles will be deemed equivalent and will not be required to individually go through the equivalency process.
- K. The list of approved comparable degree major titles will be sent by the administrative secretary to the Academic Senate president to all department chairs, deans, vice presidents of instructional services and student services, and human resources technicians on or about June 1 of each year.

III. PROCEDURE FOR THE DETERMINATION OF EQUIVALENCY FOR APPLICANTS

- A. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.
- B. Applicants may request equivalency under the district's criteria as stated in Administrative Procedure 7211-2.IV. It is the responsibility of the applicant to supply all evidence and documentation for the equivalency request at the time of application.

If an exact degree title from an applicant does not match the language in the

Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook, but is a minor variation, the department chair (or representative) and the Equivalency Committee may confirm equivalency after reviewing the applicant's transcripts. Both the department chair (or representative) and the Equivalency Committee must agree that the specific degree title is deemed equivalent. Otherwise, the applicant must provide additional documentation as outlined in the *Instructions for Faculty Equivalency Requests*.

The department chair (or representative) and the Equivalency Committee may recommend to Academic Senate that these degree titles be added to the district list of comparable degree major titles as described in section II.

*Possible degree title variation examples:

- Art history vs. history of art
 - Religious studies vs. religion
 - Earth sciences vs. earth science
 - Women's studies vs. gender and women's studies
- C. The department chair reviews the equivalency request. If the department chair wishes to support the request, they must notify the Equivalency Committee chair and send a letter of support to the Equivalency Committee chair to be attached to the applicant's equivalency request.
- D. The Equivalency Committee members individually review the applicant's equivalency request and supporting documentation.
- E. The Equivalency Committee meets to discuss each equivalency request, and makes a recommendation to the Academic Senate to approve or deny the equivalency request.
- F. The Academic Senate members individually review the applicant's equivalency request, supporting documentation, and Equivalency Committee recommendation. During closed session, the Academic Senate votes to approve or deny the equivalency request.
- G. If the Academic Senate recommends the equivalency request, the request is sent to the board of trustees via the superintendent/president for approval.
- H. Human Resources notifies the equivalency applicant, department chair, and dean of the outcome of the equivalency process.

IV. EQUIVALENCY CRITERIA FOR APPLICANTS

- A. Criteria for Equivalency: Disciplines Requiring a Master's Degree
1. *[Before electing to proceed with this guideline, please review guideline A4 below to determine if A4 is a simpler option for you.]* Candidate holds a related master's degree that is not specifically listed for that discipline under minimum qualifications in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however,

it is a comparable degree with a different title from the candidate's granting institution. (The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.)

2. *[Before electing to proceed with this guideline, please review guideline A3 below to determine if A3 is a simpler option for you.]* Candidate holds a master's degree that is on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, but the title of candidate's bachelor's degree is not the exact title of the degree on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate's granting institution.
 3. 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.
 4. Candidate holds a master's degree in another field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level coursework.
 5. 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.
 6. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.
- B. Criteria for equivalency: disciplines in which a master's degree is not generally expected or available, but which require a specific bachelor's degree
1. *[Before electing to proceed with this guideline, please review guideline B2 below to determine if B2 is a simpler option for you.]* Candidate holds a related bachelor's degree that is not specifically listed for that discipline under minimum qualifications in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate's granting institution. (The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.)

2. Candidate does not hold the required bachelor's degree. The education may be substituted for as follows: 120 semester units minimum of coursework, including substantial general education coursework. At least 60 units of the coursework must be upper division. Candidate must have earned a minimum of 18 semester units of upper-division coursework in the discipline in which equivalency is requested.
3. Candidate must have at least ten years of related full-time or full-time equivalent professional experience when not using any education to qualify for a discipline in which the minimum qualifications are a bachelor's degree. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a postsecondary educational context.
4. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.

C. Criteria for Equivalency: disciplines in which a master's degree is not generally expected or available, and 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

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

1. Candidate may be eligible under a combination of education and experience of at least ten years of full-time or full-time equivalent. One year of related professional/occupational experience is equivalent to and may be substituted for 15 semester units of coursework. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
2. 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. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a postsecondary educational context.
3. Candidate may be eligible by 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. Evidence

must be provided that the candidate possesses the ability to clearly articulate the subject matter in a postsecondary educational context.

4. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.