

**HARTNELL COLLEGE
EQUIVALENCY PROCESS FOR
MINIMUM QUALIFICATIONS
FULL-TIME AND PART-TIME FACULTY**

The determination of equivalency is distinct and separate from the hiring process and will be established prior to consideration for employment in all cases. The Director of Human Resources Staff Diversity may act as a non-voting observer in all segments of the equivalency process with respect to procedural and affirmative action compliance. In addition, faculty candidates for any program accredited by an outside agency must also meet the standards by that accrediting body.

I. APPLICANT RESPONSIBILITIES

In the event that a candidate for employment does not meet the minimum qualifications set forth within the standards established by the Hartnell College District's Minimum Qualifications List, as outlined in the Job Announcement it shall be incumbent upon that candidate to apply for an evaluation of equivalency by submitting the information requested in the Equivalency Determination instructions (see Appendix A). It shall be the responsibility of the candidate to supply the Human Resources/Staff Diversity Office, for use by the Equivalency Subcommittee, all supporting documentation needed to evaluate equivalency. The candidate must meet the minimum requirements for an equivalency evaluation described within this equivalency policy. These minimum requirements for equivalency evaluation will be furnished, upon request of the Human Resources Office, to any applicant.

II. HUMAN RESOURCES/STAFF DIVERSITY OFFICE RESPONSIBILITIES FOR FULL-TIME HIRES

Upon review of candidate applications, the Human Resources/Staff Diversity Office will screen for minimum qualifications and will forward all applications requesting equivalency evaluation and their supporting documentation to the Equivalency Subcommittee. In the case of full-time positions, the determination of equivalency by the Equivalency Committee shall be carried out prior to screening of the applicant pool. Applicants who do not meet Minimum Qualifications and who have not requested Equivalency shall be eliminated from the candidate pool.

III. ACADEMIC SENATE RESPONSIBILITIES

- A. The Academic Senate of Hartnell Community College District shall establish an Ad hoc Equivalency Subcommittee. Reasonable attempts will be made to ensure this subcommittee is reflective of the diverse nature of the workforce within our district. It shall consist of:

1. The president of the Academic Senate or designee
 2. An academic dean or designee appointed by the administration
 3. The Vice President of Academic Affairs (in establishing equivalency for an instructor) or the Vice President of Student Affairs (in establishing equivalency for a counselor)
 4. A faculty representative from the discipline in question or, if that is not possible, from a closely related discipline. Alternatively, an adjunct faculty member from the discipline in question may serve.
- B. The Academic Senate shall assume the responsibility of appointing faculty to the Equivalency Subcommittee. Not all requests to establish equivalency shall require action of the Equivalency Subcommittee (see Section VI). However, the Equivalency Subcommittee shall have the authority to monitor equivalency determinations. All deliberations of the Equivalency Subcommittee shall be confidential in compliance with closed session standards. Any actions are reported to Human Resources. The Academic Senate will insure that, as much as disciplines allow, the same standards are applied in each case and will audit the subcommittee for uniformity. Under no circumstances will any Equivalency Subcommittee member sit in consideration of his or her own case. The actions of the Equivalency Subcommittee and/or the Academic Senate relative to evaluating equivalency shall not be considered as part of the hiring process and shall have no bearing on any other deliberation.
- C. The Academic Senate shall establish and annually review the minimum standards for consideration of equivalency. At least one of the following standards shall apply:

IV. DEFINITIONS OF MINIMUM QUALIFICATIONS OR EQUIVALENCY

- A. In disciplines normally requiring a Masters degree:
1. A BA/BS in the discipline plus 30 units with a majority of those 30 in that discipline or one closely related. The 30 units must include a minimum of 12 units in upper division courses and 12 graduate level units in the discipline. This coursework must be from an accredited institution.
 2. A BA/BS within the discipline plus appropriate state or other governing body licensure
 3. A combination of relevant coursework and/or life experience including, but not limited to job-related activities, to provide a knowledge base equivalent to the Minimum Qualifications for the discipline in question.
- B. In disciplines not normally requiring a Masters degree:

1. BA/BS in related area plus 2 years work experience.
2. An AA/AS degree in that discipline or one closely related from an accredited institution plus the equivalent of six years full time documented experience within the subject matter area within the last ten years.
3. A combination of relevant coursework and/or life experience including, but not limited to job-related activities, to provide a knowledge base equivalent to the Minimum Qualifications for the discipline in question.

V. EQUIVALENCY SUBCOMMITTEE RESPONSIBILITIES

- A. The Equivalency Subcommittee will consider applications to determine if candidates for a faculty position possess qualifications equivalent to the minimum qualifications established for that discipline by the Hartnell Community College District's Minimum Qualifications List. In those cases that require an Equivalency Committee determination, the committee will review the application and supporting documentation forwarded by the Human Resources/Staff Diversity Office. The Equivalency Subcommittee will consider candidates on a case by case basis maintaining thorough and accurate records of its deliberations and decisions. It shall be the shared responsibility of the subcommittee and the Academic Senate to ensure uniformity within and between all cases.
- B. Within the guidelines of the minimum standards for consideration of equivalency the committee will review conclusive evidence provided by the candidate in regard to each of the following:
 1. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth of understanding for each of the following criteria:
 - a. The general education required for that degree
 - AND
 - b. Coursework with the content of, or similar to that of, the major coursework for that degree.
 2. For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge for each of the following criteria:
 - a. Mastery of the knowledge and skills of the discipline or vocation sufficient to serve as a basis for teaching the courses within the discipline

- b. Extensive knowledge of the working environment of the vocation
 - c. Teaching experience at an accredited institution at the suitable level.
- C. In evaluating the equivalency the subcommittee may consider, but not be restricted to, the following:
 - 1. A transcript showing successful completion of appropriate coursework at an accredited college* or through an appropriate foreign institution**
 - 2. Publications that show a command of the major in question, the general education of the candidate, or writing skill
 - 3. Other work products that demonstrate a command of the discipline or occupation in question
 - 4. A resume, employer statement, chronological listing, or other evidence of work experience in the appropriate discipline
 - 5. Other evidence of demonstrated skill or accomplishment
- D. The Equivalency Subcommittee will provide a written copy of its decision to the Human Resources/Staff Diversity Office to be included in the candidates personnel record only in the form of one of the following statements:
 - 1. “The candidate meets the minimum qualifications for the discipline through equivalency.”
OR
 - 2. “The candidate does not meet the minimum qualifications for the discipline through equivalency.”
OR
 - 3. All documentation will be submitted to H.R., under separate cover, for retention.

*College and university degrees and credits submitted for employment, including the equivalency process, or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.

**All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education, including all foreign degrees and credits, are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.

VI. PROCESS FOR ESTABLISHING MINIMUM QUALIFICATIONS OR EQUIVALENCY

Candidates applying for employment as either full-time or adjunct faculty members must meet Minimum Qualifications as defined in the Hartnell College District's Minimum Qualifications List or be deemed to hold the equivalent thereof on the basis of alternate criteria. There are two processes for determining equivalency based upon whether or not a Master's degree is required to meet the minimum qualifications for the purposes of teaching at Hartnell College.

A. Disciplines Requiring the Master's Degree

In disciplines generally requiring the Master's degree, the following process shall be used to establish satisfactory possession of Minimum Qualifications:

Applicant's qualifications are reviewed by the appropriate Instructional Dean or by the Vice-President for Instruction. If the applicant meets the standard Minimum Qualifications as described in the Hartnell College District's Minimum Qualifications List, the Dean and/or the Vice-President shall so certify and the applicant will be deemed to hold the necessary qualifications for hire. Example: An applicant in Chemistry holds a Masters degree in Chemistry or an applicant in English holds a Masters degree in Comparative Literature.

If the applicant does not possess the requisite degree(s) stipulated in the Hartnell College District's Minimum Qualifications List, the Equivalent may be deemed by either of the following two processes:

- a. The applicant has either a BS/BA degree in a related discipline plus 30 hours beyond the BA/BS or a MA/MS degree in a related discipline, and has taken at least 12 units of upper division and 12 units of graduate level coursework in the discipline or any of the disciplines for which a Masters degree is acceptable. This will be certified by a faculty member in the discipline or, in the case of disciplines with no full-time faculty, by an adjunct faculty member in the field or a full-time faculty member in a closely related discipline. Both the Dean or Vice-President for Instruction and the faculty consultant shall so certify and the applicant will be deemed to hold the necessary qualifications for hire.

Example: An applicant in mathematics has 12 units of upper division credit in mathematics and 12 units of graduate credit in statistics.

Example: There are no full-time faculty members in Political Science. Either an adjunct faculty member in Political Science or a

full-time faculty member in History may serve as the faculty consultant.

- b. The applicant has relevant life experience that is equivalent in depth and rigor to either of the criteria above. This may include coursework in related disciplines, possession of appropriate professional credentials or licensure, work experience, college-level teaching experience in the discipline at an accredited institution, and other activities that would provide the applicant with the knowledge equivalent to earning a Masters degree in the relevant field or completion of the upper division and graduate level work described in section V.A.2.a. The equivalency will be certified by a committee that includes the Vice-President for Instruction, the appropriate Dean or Instructional Administrator (such as the Director of Health Services and Nursing), the President of the Academic Senate or designee, and a faculty member in the discipline in question or a related discipline if no full-time faculty teach in the discipline in question. A quorum may be established with three members, so long as the Academic Senate President or designee and the Vice-President for Instruction or designee are present. Approval requires a majority (one more than half) of the yea or nay votes cast (abstentions will not be counted). Upon approval by the committee, the applicant will be deemed to hold the equivalent minimum qualifications.

B. Disciplines in Which the Master's Degree is Not Generally Expected or Available

In disciplines in which a Master's degree is not generally expected or available, the following process shall be used to establish satisfactory possession of Minimum Qualifications.

1. Applicant's qualifications are reviewed by the appropriate Instructional Dean or by the Vice-President for Instruction. If applicant meets the standard Minimum Qualifications as described in the Hartnell College District's Minimum Qualifications List, the Dean and/or the Vice-President shall so certify and the applicant will be deemed to hold the necessary minimum qualifications. Example: An applicant in Computer Information Systems holds a BA/BS degree in Computer Information Systems and two years of verifiable professional experience in a computer-related job or an applicant in Construction Technology holds an AA/AS degree in Construction and has six years of verifiable professional experience doing construction.

2. If the applicant does not possess the required degree and experience stipulated in the Hartnell College District's Minimum Qualifications List, the Equivalent may be deemed by the following process:

The applicant has relevant life experience that is the equivalent in depth and rigor to either of the criteria above. This may include coursework in related disciplines, possession of appropriate professional credentials or licensure, work experience, teaching experience in the discipline at an accredited institution, and other activities that would provide the applicant with the knowledge equivalent to that described in section V.B.1. The equivalency will be certified by a committee that includes the Vice-President for Instruction, the appropriate Dean or Instructional Administrator (such as the Director of Health Services and Nursing), the President of the Academic Senate or designee, and a faculty member in the discipline in question or a related discipline if no full-time faculty teach in the discipline in question. A quorum may be established with three members, so long as the Academic Senate President or designee and the Vice-President for Instruction or designee are present. Approval requires a majority (one more than half) of the yea or nay votes cast (abstentions will not be counted). Upon certification by the committee, the applicant will be deemed to hold the equivalent minimum qualifications.

Appendix A

HARTNELL COMMUNITY COLLEGE DISTRICT EQUIVALENCY DETERMINATION

INSTRUCTIONS: This questionnaire is intended for candidates who do not meet the Hartnell College minimum qualifications and are seeking consideration on the basis of equivalency. The information requested below will be used by the Equivalency Committee in evaluating your qualifications. Please answer the items as completely as possible in order to provide the greatest opportunity for granting an equivalency. Candidates making application under the equivalency process shall submit this supplement as well as other materials specified under “Application Procedure” on the job announcement. Use extra pages as needed.

1. List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached. (While copies of transcripts are satisfactory for the equivalency determination, you will be asked to provide official copies of all transcripts if equivalency is granted.)
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed. (If equivalency is granted, you will be asked to provide verification of your relevant work experience.)
3. List any other relevant accomplishments that should be considered to determine equivalency (this could include, but would not be limited to, research, publications, seminars, professional licenses, professional performance/exhibitions, honors/awards, etc).
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.

List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.

Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I certify that to the best of my knowledge the statements on the following pages are complete, true and correct, and if employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect. (Attach your responses to this page.)

Print name:

Signature:

Date: