

**Hartnell Community College District
Office of Human Resources**

STATEMENT OF MINIMUM QUALIFICATIONS

NAME: _____ POSITION APPLYING FOR: _____

Check all that apply:

- ☐ I meet the minimum **education** required for this position, as listed on the job announcement.
- ☐ I meet the minimum **experience** required for this position, as listed on the job announcement.
- ☐ I possess a California Community College credential.

Indicate type of credential, subject area, and expiration date: _____

I DO NOT meet the minimum qualifications for the position and am requesting an equivalency for (check one or both):

☐ **Education**

☐ **Experience**

INDICATE THE BASIS ON WHICH YOU ARE APPLYING FOR EQUIVALENCY

DISCIPLINES REQUIRING A MASTER'S DEGREE

- ☐ **Degree Equivalency:** (Equivalency under section V.A.1.a. of the policy)
Possession of a Master's degree(s) with similar content to those listed in the job announcement. Transcripts are required.*

Name of the Degree:

List below the courses comprising 15 semester units of upper division and/or graduate coursework in the discipline specified in the job announcement. Identify the 12 semester units that must be at the graduate level.

- ☐ **Education Equivalency:** (Equivalency under section V.A.1.b. of the policy) Possession of any Master's degree with additional post baccalaureate coursework. Transcripts are required.*

Name of the Degree:

List below the courses comprising the additional 30 units of upper division and/or graduate coursework in the discipline specified in the job announcement. Identify the 15 semester units that must be graduate level.

- ☐ **Education Equivalency:** (Equivalency under section V.A.1.c. of the policy) Possession of a specific Bachelor's degree with additional post baccalaureate coursework. Transcripts are required.*

Name of the Degree:

List below the courses comprising the additional 30 units of graduate coursework in the discipline specified in the job announcement. Identify the coursework designed for master's level research.

DISCIPLINES NOT REQUIRING A MASTER'S DEGREE

- ☐ **Education Equivalency to the Bachelor's Degree:** (Equivalency under section V.A.2.a. of the policy) Coursework equivalent to the Bachelor's degree. Transcripts are required.*

Senate Approved

List below the courses comprising the 120 semester units of coursework. Identify the 45 semester units that represent the general education component. If seeking equivalency to a specific Bachelor's degree, also identify the 30 semester units of coursework in the discipline specified by the job announcement. Also identify the 24 semester units that must be at the upper-division level or higher.

- ☐ **Education Equivalency to the Associate Degree:** (Equivalency under section V.A.3.a. of the policy) Coursework equivalent to the Associate's Degree. Transcripts are required.*

List below the courses comprising the 60 semester units of coursework. Identify the 18 semester units that represent the general education component.

Education Equivalency to the Associate Degree: (Equivalency under section V.A.3.b. of the policy) Transcripts and copy of the license are required.*

Type of License:

List below the courses comprising the 30 semester units of coursework. Identify the 18 semester units that represent the general education component.

- ☐ **Work Experience Equivalency:** (Equivalency under section V.B. of the policy) Verification of work experience required.

Describe below how you possess the mastery of the skills of the vocation thorough enough to teach the courses in the discipline specified in the job announcement.

Describe below how you possess extensive and diverse knowledge of the working environment of the vocation.

* Note: if transcripts are from an institution outside the U.S., you must provide an official evaluation of the foreign degree(s).

The *Minimum Qualifications for Faculty and Administrators in California Community Colleges* can be found on the California Community College System Office website **www.cccco.edu**, and Hartnell College's Board Policy on Equivalency to Minimum Qualifications is available on the college website at **www.hartnell.edu**.

I certify that all information provided relevant to my application is true and correct and understand that falsification of application information is grounds for rejection and/or dismissal.

Signature

Date