

AP 7211 ~~FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS,~~
~~AND EQUIVALENCIES~~

References:

Education Code Sections 87001, 87003, 87355-87359.5, and 87743.1- 87743.2;
Title 5 Sections 53400 et seq.

I. *Minimum Qualifications*

To comply with the requirements of the Community College Reform Act (AB 1725) all current RCCD faculty members who wish to change or expand their teaching area(s) and all new applicants for RCCD teaching positions must meet the minimum qualifications for the discipline(s) in which they wish to teach, as specified in the Board of Governor's Disciplines List.

II. *Equivalencies*

Any current RCCD faculty member or RCCD teaching position applicant who does not possess qualifications identical to the minimum qualifications specified in the Board of Governors' Disciplines List may petition for equivalency. Equivalency is not a waiver of minimum qualifications, but equivalency may be granted in cases where the individual's qualifications are not identical to the minimum qualifications specified in the Disciplines List, but are equal to or exceed those qualifications in substance. The specifications and procedures below are intended to ensure a fair and objective equivalency determination process. ~~Petitions for equivalency are available from the RCCD Office of Diversity and Human Resources (DHR).~~ (DHR does not distribute petitions – see the different types of equivalency to obtain petition information.)

- A. ~~District Discipline Representatives~~ *A representative from the discipline will maintain a list of discipline members willing and above to serve on committees evaluating petitions for equivalency in their respective disciplines. Upon request, this list will be made available promptly to District personnel facilitating an equivalency request appointing an equivalency committee.*
- B. *In the case of a current faculty member applying for an additional faculty service area (FSA) which requires an equivalency, a petition*

~~for equivalency and all supporting documentation will be reviewed by an Equivalency Committee.~~

- C. In the case of new applicants for **full time faculty positions** hire, the designated hiring committee will screen applications to determine which candidates are to be invited for interviews. **The supporting documentation and petition for equivalency for those applicants invited for an interview who** ~~If any such applicants have indicated that they do not possess qualifications identical to the minimum qualifications but have submitted a petition for equivalency, their petition and supporting documentation will be reviewed by an Equivalency Committee.~~
- D. When an Equivalency Committee is required, DHR will notify **the individuals**, ~~concurrently, the District personnel responsible for the selection of committee members. In the case of a new teaching position, members of the committee will be appointed when the position opening is announced.~~ **DHR does not do this.**
- E. Committee composition will be determined as follows:
1. Working in coordination, the three District personnel making appointments (see below) will create, whenever possible, a committee fulfilling the following desiderata, listed in order of priority:
 - a. All three committee members will be from the relevant discipline.
 - b. All committees will have one member from each of the three District colleges. **Exceptions must be approved by the Academic Senate.**
 2. One member will be appointed by the Associate Vice Chancellor, Educational Services, or designee.
 3. One member will be appointed by the Academic Senate President of the college at which the applicant is likely to do the most teaching if granted an equivalency and hired, or designee.
 4. One member will be appointed by the relevant District Discipline Representative. ~~If the discipline does not have a Representative, one from a closely related discipline will be selected by the District Academic Senate.~~

- 5. If the does not have three discipline members willing and able to serve on the committee, the Academic Senate will select committee member(s) from a closely related discipline.**
- F. In the case of new part-time faculty (associate faculty), the Department Chair will initiate the petition for equivalency by indicating the need for equivalency on the Associate Faculty Intent to Hire form. Their supporting documentation will bev reviewed by an equivalency committee.**
- G. The committee will select a Chair, review the supplied documentation, and determine if the applicant has qualifications that are at least equivalent to the minimum qualifications of the discipline as specified in the Disciplines List. A simple majority decision is final. The determination of equivalency will be sent to DHR for processing and for inclusion in the individual's file or application, as appropriate.**
- III. The following process and criteria will be used to determine equivalencies to minimum qualifications for both full and part time faculty.**

General Principles Applying to All Equivalencies

- A. A grant of equivalency establishes an applicant's eligibility for hiring consideration as equal to other applicants possessing the minimum qualifications.**
- B. Equivalencies supersede limited credentials. Individuals who possess a Lifetime Credential in a discipline they wish to teach are judged to have met the minimum qualifications to teach in that discipline. Current or former RCCD faculty members who taught in a discipline under an Eminence or Limited Services credential at RCCD during the 1989-90 academic year are judged to have met the minimum qualifications of that discipline.**
- C. Part-time faculty hired at RCCD under a previous determination of meeting the minimum qualifications, or the equivalent, remain eligible for employment.**
- D. Degrees and credits establishing equivalency must be from accredited institutions.**
- E. An occupational license or certificate is required in certain instances (see Title 5 Section 53417).**

- IV. Optional Considerations for Petitions for Equivalency in Disciplines Requiring a Master's Degree (May Vary by Discipline)**
- A. A Master's degree in any discipline plus at least 30 semester units of upper division and/or graduate units in the relevant discipline and/or teaching or other professional experience in the relevant discipline.**
 - B. A Bachelor's degree in the relevant discipline or a related discipline plus the unit/course equivalent to a Master's degree in the discipline.**
 - C. A Bachelor's degree in the relevant discipline plus a Master's degree in any discipline and work experience related to the relevant discipline.**
 - D. Accomplishments which demonstrate expertise and skill in the relevant discipline beyond those normally achieved through possession of a Master's degree in the discipline.**
- V. Optional Considerations for Petitions for Equivalency in Disciplines not Requiring a Master's Degree (May Vary by Discipline).**
- A. Licensure or certification in lieu of experience or education. General Education units and work experience may be considered to balance the licensure or certification so as to equal that required in an Associate degree. General Education that is part of the attainment of the licensure or certification must be documented.**
 - ~~B. A bachelor's degree in a discipline reasonably related to the relevant discipline, plus the equivalent of two years of full-time teaching experience in the discipline at an accredited institution.~~ (If a person had a bachelors and 2 years professional experience, they would not need an equivalency. DHR considers teaching experience in the discipline the same as professional experience in the discipline.)**
 - C. With regard to teaching experience, the Equivalency Committee will carefully scrutinize, when applicable, an applicant's Graduate Teaching Assistant experience (GTA) and/or other Teaching Assistant experience (TA) to assure that it is equivalent to full-time teaching experience in the discipline at an accredited institution. Indeed, the applicant for equivalency must be able to document that the GTA and/or TA experience is equivalent to full-time teaching experience in the discipline at an accredited institution; otherwise, the GTA and/or TA experience may not be considered for equivalency.**

D. Accomplishments which demonstrate expertise and skill in the relevant discipline beyond those normally achieved through possession of the minimum qualifications specified in the Disciplines List.

~~Faculty Service Areas: A Faculty Service Area (FSA) is defined as “a service or instructional subject area or group of related services or instructional areas performed by faculty.” FSAs have been established after negotiation and consultation, as required by law, with the appropriate faculty representatives. FSAs are considered only in the event of a layoff of faculty. Essentially, FSAs provide the basis for the “bumping rights” of more senior employees. Each contract and regular faculty member has received, or will receive at the time of hire, the FSA(s) for which he or she meets minimum qualifications as adopted by the Board of Governors, California Community Colleges, or by equivalency, as determined through the equivalency process of the District. Each faculty member may apply for additional faculty service area(s) for which they qualify.~~

~~Minimum Qualifications: Faculty and academic administrators shall meet minimum qualifications established by the Board of Governors of the California Community Colleges or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.~~

~~Equivalencies~~

~~Equivalency Committee: The Equivalency Process for the District was developed in accordance with the Education Code. The equivalency committee shall:~~

- ~~• Be composed of three members;~~
- ~~• Be available to screening and selection committees as a resource regarding equivalency determinations;~~
- ~~• Ensure that equivalency forms are completed and the equivalency determination be forwarded to the Diversity and Human Resources Department upon completion. Of the individual is hired, the equivalency determination will become a part of the employee’s personnel file; and~~
- ~~• In general, ensure that the equivalency process works well and meets the requirements of the law.~~

~~Determination of Equivalencies: The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications. Equivalency(ies) from another Community College District is not a guarantee of equivalency(ies) at the Riverside Community College District.~~

~~District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those who do not meet minimum qualifications will then be asked to state their education and experience that qualifies them for equivalency. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.~~

~~The search committee will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Those applicants who do not meet minimum qualifications will have their claims examined by the equivalency committee prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.~~

~~The equivalency committee shall send its decisions concerning equivalency and non-equivalency to the Diversity and Human Resources Department before candidates are notified of interviews.~~

~~All faculty, full-time or part-time, hired must meet the minimum qualifications as stipulated in the Disciplines List, or must have been approved through the Equivalency Process.~~

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Administrative Approval: May 18, 2009

Revised: