



Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7211 Minimum Qualifications and Equivalencies
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It is the policy of the Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the Minimum Qualifications for Faculty and Administrators in California Community Colleges or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

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. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vccd.edu>).

**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.

**Local Qualifications:** The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These local qualifications are to be determined by the dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

## **II. EQUIVALENCY**

### **A. Definition**

Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of 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. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) 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. Coursework must be from an "accredited institution" as defined by Title 5, section 53406.

### **B. Criteria for Equivalency: Disciplines requiring a master's degree**

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon either of the following:

1. Completion of appropriate coursework in a related degree:

Equivalency may be considered based on the completion of appropriate coursework for a related degree in the event an applicant lacks the specific degree or experience listed in the current Minimum Qualifications for Faculty and Administrators in California Community Colleges, the applicant must meet one of the following minimum standards:

- a. Possess a master's degree in a discipline not specifically listed in the job announcement with 21 semester units of graduate coursework or its equivalent within the discipline advertised in the job announcement (the bachelor's degree can be in any discipline)

OR

- b. Possess a bachelor's degree in the advertised discipline, plus an additional 30 semester units of graduate or upper division coursework or its equivalent within the discipline advertised in the job announcement, of which at least 21 units must be at the graduate level.

2. Eminence:

Eminence, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. Clear and verifiable eminence in the discipline may be acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products (such as published works or invited presentations to discipline related professional organizations) that would require a depth and breadth of knowledge in the discipline comparable to the degree-level work. 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. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. Eminence and experience are not synonymous, though a candidate with eminence will clearly have significant experience in the field.

Recognition of eminence must extend beyond the geographic area of the District.

### **C. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, but which require a specific bachelor's or associate degree:**

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria:

Completion of related college or university level coursework may be substituted for the required bachelor's or associate degree requirements as follows:

- Have 18 or more semester units or its equivalent of general education coursework, 18 or more semester units or its equivalent of major preparation, and meet competency requirements in math, reading, and writing

AND

- 120 semester units or its equivalent AND two years of full-time equivalent professional experience in the discipline.

OR

- 60 semester units or its equivalent AND six years of full-time equivalent professional experience in the discipline.

AND

- The candidate must possess recent knowledge of the discipline (within three years).

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution. Professional experience includes teaching experience per Title 5 § 53404.

**D. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, and in which a related bachelor's or associate degree is not generally expected or available:**

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria:

Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two years of full-time equivalent professional experience in the discipline;
- OR
- 60 semester units AND six years of full-time equivalent professional experience in the discipline.
- AND
- The candidate must possess recent knowledge of the discipline (within three years).

Notes:

- All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- Professional experience includes teaching experience per Title 5 § 53404. For the discipline of Coaching, one season of coaching experience is considered equivalent to one year of professional experience.

See Administrative Procedure 7211

[AP 7211 Minimum Qualifications and Equivalency](#)

Governance Review:

DCHR 10/13/16; 11/10/16; 12/08/16; 01/12/17; 02/09/17; 03/09/17, 10/10/19

Chancellor's Cabinet 03/14/17, 12/09/19

Administrative Services Committee 04/17/17