



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7211 Minimum Qualifications and Equivalencies
Number	AP 7211
Status	Active
Legal	California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2
Adopted	December 14, 2009
Last Reviewed	May 12, 2015

A. Procedure for the Determination of Qualifying Degrees.

(When not specifically defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges)

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.

2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee from that college shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.
3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.
4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.
5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.
6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.
7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, review those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.
8. Representatives of the collective Academic Senates and the Human Resources Department will review

the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College.

[AP 7211 Attach-Unique Disciplines-Spring 2015 Final.pdf \(21 KB\)](#)