

## **AP 7211 MINIMUM QUALIFICATIONS, AND EQUIVALENCIES**

### **References:**

Education Code Sections 87001, 87003, and 87743.2;  
Title 5 Sections 53400 et seq.;  
ACCJC Accreditation Standard III.A.2-4

### **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.

- A. 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.
- B. In the case of a current faculty member applying for an additional faculty service area (FSA) which requires an equivalency, all supporting documentation will be reviewed by an Equivalency Committee.
- C. In the case of new applicants for full time faculty positions, 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 do not possess qualifications identical to the minimum qualifications will be reviewed by an Equivalency Committee.

- D. When an Equivalency Committee is required, DHR will notify the individuals responsible for the selection of committee members.
- 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.
  - 5. If the discipline 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 be 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 Educations 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. 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.
  - C. 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.

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

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