

San Mateo County Community College District Office of Human Resources

Equivalence Review Process (Board-Approved May 18, 2005)

Candidates for all district faculty positions and those current faculty who are making application to serve in an academic position outside of their current service area[s] will apply for equivalence by filing the appropriate form ("Application for Equivalence" for applicants for academic positions, or "Employee Application for Equivalence to Minimum Qualifications" for current faculty).

A. The process for current faculty members applying for equivalency in a subject area other than the one(s) for which they meet subject area requirements is as follows:

Current faculty will apply for equivalence by filing an "Employee Application for Equivalence to Minimum Qualifications" form with the appropriate college vice-president. The vice-president, in consultation with the Academic Senate president, will name three discipline experts in the same or a related discipline to serve on a review board. Normally, these discipline experts will be faculty members representing the three colleges in the district. This review board, which will include the Dean of the relevant discipline from other than the faculty person's home campus, will evaluate the equivalence claim. The written recommendation of this review board will be forwarded to the college vice-president who, with the Academic Senate president, will make a recommendation to the college president. Upon concurrence of the college president, the equivalence recommendation will be forwarded to the Board of Trustees for consideration. A copy of the Board action will be placed in the employee's personnel file.

B. The process for applying for equivalence for full-time academic positions, both tenure track and temporary (e.g. sabbatical replacements, "soft-money" categorically funded positions, etc.) is as follows:

Applicants who are seeking equivalence for full-time academic positions will file the "Application for Equivalence" form with their application for employment.

The Equivalency Committee shall be composed of the academic members of the screening committee (always approved by the Academic Senate) and the Dean of the division. The screening committee should include at least one faculty member currently qualified in the subject area of the position to be filled [see Faculty Selection Procedures].

C. Applicants who are seeking equivalence for part-time academic positions will file the "Application for Equivalence" form with their application for employment.

The Equivalency Committee shall be composed of two faculty members from the department in question, at least one of whom is a discipline expert, and the division Dean. If one or both faculty members are not available from a given department, then faculty may be chosen from a department in a related discipline, as determined by department faculty and the Dean. If no department/related discipline faculty are available, the Academic Senate president, in consultation with the Dean, may appoint another faculty member to the Equivalency Committee.

Optional Procedures for Emergency Adjunct Faculty Hires

In cases where adjunct faculty are required on an emergency basis, for example, to fill a position vacated in the middle of the semester or to fill an opening within 45 days of the beginning of the semester, and that faculty member seeks equivalence, the division Dean may select a candidate for the position.

The adjunct faculty member who is hired under these circumstances will be required to undergo equivalence procedures described above for part-time positions before continuing in the position in the immediate following session (summer or full semester).

- A cover sheet (part of the "Application for Equivalence" form) will be completed by the Equivalency Committee and will include the names of the committee members and the vote-count of any action taken.

- If the applicant meets the equivalency standards and is selected for hire, the division Dean will forward a copy of the cover sheet, along with supporting documents, to both the Academic Senate president and the appropriate college vice president for recommendation to the college president, who will forward a copy to Human Resources. A statement confirming equivalency will accompany the candidate's name when presented for approval to the Board of Trustees.

- If equivalency is denied, reasons for such decision should be recorded on the cover sheet. If an applicant does not meet equivalency, his or her application shall be returned to Human Resources.

Additional notes:

A quorum of any committee determining equivalency shall be three members. A faculty discipline expert will chair the committee.

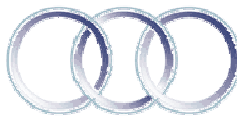
Equivalence committees shall meet in order to facilitate any necessary discussion of academic qualifications.

Equivalence committee meetings shall be closed and confidential.

This equivalency process is intended neither to raise nor to lower standards from the minimum qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications.

The equivalency application form shall be included as part of the district application for employment packet. The application shall be prepared by Human Resources in consultation with the Academic Senate.

(Rev. 5/05)



San Mateo County Community College District
Human Resources
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EMPLOYEE APPLICATION FOR EQUIVALENCE TO MINIMUM QUALIFICATIONS FOR ACADEMIC POSITIONS ONLY

PART I: to be completed by the employee

Employee Name (print): _____ Division/Dept.: _____

at (circle one): Skyline CSM Cañada Office Ext.: _____ E-mail: _____

Current teaching discipline or non-instructional academic service: _____

I wish to apply for equivalence to established minimum qualifications for the discipline(s) listed below:

I possess supporting materials, such as official transcripts (to be sent to Human Resources), credentials, licenses, certificates, employer attestation, publications, etc which validate the following assertion(s):
(check all that apply)

Degree Equivalence

Employee possesses a degree(s) with similar content to those listed for the above discipline in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, published by the California Community Colleges Chancellor's Office; **OR,**

Academic Background Equivalence

Employee meets the requirements for minimum qualifications in an allied field. In addition, in lieu of a major, the employee must have completed twenty-four semester units of both upper division and graduate work in the academic field specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, published by the California Community Colleges Chancellor's Office; **OR,**

Professional Achievement Equivalence

Employee must show outstanding professional achievement or substantial training in the requested field, and must submit substantial evidence which demonstrates that his/her preparation, experience, and ability are equivalent to those expected from a job applicant or current employee who meets minimum qualifications.

I understand that this Application for Equivalence will be reviewed by the Vice-President with administrative and Academic Senate representatives, pursuant to current District procedures. I understand that their recommendation will be forwarded to the College President for review, and if approved, will be forwarded to the Office of Human Resources for approval by the Board of Trustees.

Employee Signature: _____ Date: _____

PART II: to be completed by the faculty chair of the Equivalence Committee and forwarded to the Academic Senate president and the appropriate college vice president, accompanied by supporting documents

Committee chair: _____

Committee members:

- 1.
- 2.
- 3.

Vote count: _____

Recommend for: _____ Recommend against: _____

Equivalence to minimum qualifications for the discipline of _____
 (subject area)

is recommended _____
 is not recommended _____

Reason for denial (if appropriate): Circle one:

Degree Equivalence Academic Background Equivalence Professional Achievement Equivalence

Signature: _____
 Faculty Chair of Equivalency Committee

Date: _____

PART III: to be completed by the Vice-President and College Academic Senate President and forwarded to the College President for recommendation, accompanied by supporting documents

Equivalence to minimum qualifications for the above-listed discipline(s) ___ is recommended ___ is not recommended.

Comments: _____

Signature: _____
Vice-President

Date: _____

Signature: _____ **Date:** _____
Academic Senate President

PART IV: to be completed by the College President

Equivalence to minimum qualifications for the above-listed discipline(s) ___ is recommended ___ is not recommended.

Comments: _____

College President Signature: _____

Date: _____

(05/05)