

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **AP 7207 Minimum Qualifications and Equivalency**

References: Education Code Section 87400;  
Title 5 California Code of Regulations Sections 53410 - 53417

### **1) Minimum Qualifications**

The goal of the Citrus Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community.

The District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see publication, *Minimum Qualifications for Faculty and Administrators in California Community Colleges*) for the discipline to be taught by the faculty member.

### **2) Determination of Equivalency**

In order to determine when an applicant for a faculty position, though lacking the specific degree or experience specified in the Board of Governors Minimum Qualifications List, nonetheless possesses qualifications that are equivalent, the following guidelines have been established.

Initial determination of equivalency to the minimum qualifications for hire shall be decided, by unanimous consent, by the Equivalency Committee, which is comprised of two members of the Academic Senate, two faculty members from the discipline, and one appropriate administrator.

### **3) Conditions**

1. It is the applicant's responsibility to provide all documentation in support of equivalency and to be available for questions.
2. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
3. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.

4. In all cases in which equivalency is granted or denied an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.

4) Minimum Standards for Consideration of Equivalency

In the case of disciplines normally requiring a Master's degree, the minimum standard shall be any one of the following:

1. A Master's degree in a discipline which is not specifically named on the Board of Governor's Minimum Qualifications list for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed on the Minimum Qualifications list.
2. A Bachelor's degree, plus 30 graduate level semester units of coursework in the specific or related discipline relevant to the position for which the applicant is being considered. Coursework must be from an accredited institution.
3. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
4. Verifiable eminence, plus conclusive evidence of the ability to teach effectively at the community college level. Eminence shall mean: that which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.

In the case of disciplines not normally requiring a Master's degree, where the minimum qualifications are an Associate degree plus six years of related experience or a Bachelor's degree plus two years of related experience, the minimum standards shall be one of the following:

1. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
2. Verifiable eminence plus conclusive evidence of ability to teach effectively at the community college level.

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