



Policy

7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

In accordance with Education Code Section [87359](#), the Board of Trustees shall adopt a procedure for addressing the equivalency standards to the minimum qualifications as adopted by the Board of Governors. The process includes standards and criteria, which resulted from meetings between the Faculty Senate and administration, and is reflected in administrative procedures. Equivalency standards shall be administered in accordance with these administrative procedures. Modifications and revisions, if any, shall be made using the District’s governance process.

Cross References (see also):

YCCD Policy 7-8047 – Staffing Academic Positions

YCCD Policy 7-8049 – Academic Senates

References:

Education Code Section [87359](#); [YCCD Human Resources Equivalency Policy and Procedures Faculty Employment: Equivalency Consideration](#); [The YCCD Faculty Hiring Procedures](#); YFA Collective Bargaining Agreement

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Administrative Procedure

7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

Faculty Service Areas

Faculty service areas have been established during the negotiations process and consultation as required by law with the appropriate faculty representatives. FSA’s can be found in the faculty contract.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section [87359](#), which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications to be reviewed with Academic Senate." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Governing Board.
- Further clarify the criteria to be used for determining equivalency.
- Maintain careful records of all equivalency determinations.
- Ensure that all equivalency determinations are forwarded to Human Resources for record keeping.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Governing Board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Process for Requesting Equivalency – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the CCCC Board of Governors that establishes the minimum qualifications for hire (and any other approved local requirements), nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

1 District application forms for faculty positions will ask applicants to state whether they meet the minimum
2 qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming
3 equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility
4 of the applicant to supply all evidence and documentation for the claim of equivalency at the time of
5 application.

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7 Human Resources will check applications for any equivalency requests, and forward all equivalency
8 requests to the Academic Senate. Hiring committees may concurrently review applications but may not
9 rank until equivalency committee determinations have been made. Only applicants who are granted
10 equivalency may be selected for interview.

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12 In the case of an emergency, temporary, or part-time hire who is also requesting equivalency, the
13 equivalency process must be completed prior to hiring the applicant.

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15 **Cross References (see also):**

16 YCCD Policy 7-8047 – Staffing Academic Positions

17 YCCD Policy 7-8049 – Academic Senates

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19 **References:**

20 Education Code Sections [87001](#), [87003](#), and [87743.2](#); Title 5 Sections [53400 et seq.](#); [ACCJC Accreditation](#)
21 [Standard III.A.2-4](#); [YCCD Human Resources Equivalency Policy and Procedures Faculty Employment:](#)
22 [Equivalency Consideration](#); [The YCCD Faculty Hiring Procedures](#); YFA Collective Bargaining Agreement
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