

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

References:

Education Code Sections 87001, 87003, 87359, 87360 and 87743.2;
Title 5 Sections 53400 et seq.;
ACCJC Accreditation Standard III.A.2-4

Faculty Service Areas

Faculty service areas are established after negotiation and consultation as required by law with the appropriate faculty representatives. Faculty service areas are listed in Appendix C of 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

The Academic Senate, through regular review of this procedure and through faculty appointments to faculty screening committees, fulfills 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."

Equivalent Qualifications for Faculty

Candidates for a faculty position may meet the minimum qualifications for hiring through the equivalency process. Equivalencies may only be established for a discipline, not merely for a single course. Equivalency can only be established if the candidate possesses qualifications that are at least equivalent to the minimum qualifications. Candidates not meeting the minimum qualifications may be determined equivalent by meeting the following criteria:

In disciplines normally requiring an MA/MS one of the following must be satisfied:

1. BA/BS plus 36 semester units or more (to be determined by divisions) of graduate level coursework in the specific discipline from an accredited institution

OR
2. BA/BS plus licensure in the discipline from an accredited institution or entity

OR
3. If a candidate is claiming eminence in the field or discipline, s/he must provide proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in the West Kern Community College District Equivalency Determination form available to applicants on the Taft College Website.

In disciplines where the master's degree is not generally expected or available (technical, trade, or industrial fields), one of the following must be satisfied:

1. Course work from an accredited institution/years of experience equivalent to either an AA/AS degree and six years of experience, or a BA/BS degree and two years of experience,

OR
2. If a candidate is claiming eminence in the field or discipline, s/he must provide proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in the West Kern Community College District Equivalency Determination form available to applicants on the Taft College Website.

Determination of Equivalencies

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 Board of Governors that establishes the minimum qualifications for hire, 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.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence through the West Kern Community College District Equivalency Determination Form. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The screening committee for the faculty position will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the faculty members serving on the screening committee prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The screening committee shall send its decisions concerning equivalency and non-equivalency to the appropriate division chair, academic senate president, and vice president of instruction before candidates are notified of interviews. The division chair, academic senate president, and vice president of instruction will review the decisions of the screening, asking the following questions:

1. Was the decision made in accord with this procedure?
2. Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
3. Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The faculty serving on the screening committee shall employ the following procedures in emergencies or special circumstances:

1. In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair, academic senate president, and vice president of instruction.
2. The division chair, academic senate president, and vice president of instruction will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if

unacceptable, the selection committee may request a review by the division chair, academic senate president, and vice president of instruction.

3. For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - A. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - B. Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - C. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

WEST KERN COMMUNITY COLLEGE DISTRICT
Equivalency Determination

INSTRUCTIONS: The information requested is required of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalency. Candidates making application under equivalency shall submit this supplement as well as the letter of interest, resume and any other relevant documentation you wish to include. Use extra pages as needed.

- List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.
- List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
- List any other relevant accomplishments that should be considered to determine equivalency (this could include, but would not be limited to, research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)
- List specialized skills, knowledge and abilities that should be considered to determine equivalency.
- List relevant memberships and/or organizational activities that should be considered to determine equivalency.
- Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I certify that to the best of my knowledge the foregoing statements are complete, true and correct, and if employed, I understand that I maybe subject to dismissal if they are found to be untrue or incorrect.

Print name: _____

Signature: _____

Date: _____