

AP 7211 Equivalence to Minimum Qualifications for Academic Personnel

Administrative Procedures to Napa Valley College BP 7210 – Academic Employees

I. Introduction Equivalencies

All academic personnel must meet minimum qualifications as set forth in the Board of Governor's (BOG) Disciplines List and in Title 5 of the California Code of Regulations. Districts are authorized to establish local policies and practices for determining equivalence to the minimum qualifications. Development of local processes for applying minimum qualifications requires mutual agreement between the Board of Trustees and the Academic Senate.

These Administrative Procedures establish criteria and procedures for the application of equivalencies to the minimum qualifications established in Administrative Procedure 7210.XX Minimum Qualifications and Faculty Service Areas (formerly Board Policy H4445). The standards and practices set forth in this procedure shall be applied to determine the qualification for hire of candidates for credit or noncredit assignments who state they possess education, training, and/or experience at least equivalent to the minimum qualifications established by Title 5.

II. Purpose Introduction

The Napa Valley Community College District (NVCCD) has established hiring procedures and guidelines that provide for academic personnel who:

- ~~Are highly qualified;~~
 - ~~Are expert in their subject and administrative areas;~~
 - ~~Are skilled in teaching and serving the needs of a diverse student population;~~
 - ~~Can foster overall college effectiveness; and~~
 - ~~Are sensitive to the diversity of the adult population of the state of California.~~
- Are highly qualified in their field and committed to extending their expertise through professional development.
 - Are skilled in teaching and/or counseling students.
 - Expand the perspectives and expertise of their respective departments and the college as a whole.
 - Communicate effectively, both orally and in writing.
 - Demonstrate intercultural competence, which includes but is not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, gender expression, sexual orientation, and ethnic backgrounds of community college students.
 - Are equity-minded.
 - Embrace their roles as collaborative partners in support of the mission of California Community Colleges in general and the specific values and goals of Napa Valley College.

The Board of Trustees, represented by the Administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility to development and implementation of policies and procedures governing the hiring process, which is in order to ensure the quality of its faculty

peers. Essential to fulfill these responsibilities are the standards and practices to determine when an applicant for a faculty position, though lacking the exact degree or experience specified in the BOG Disciplines List and in Title 5 as minimum qualifications, nevertheless does possess qualifications that are at least equivalent, to allow consideration of the applicant as part of the applicant pool.

III. Equivalency Review Team

Equivalency Review Team

A three-member Equivalency Review Team (ERT) consisting of the following members shall conduct determination of Equivalency to Minimum Qualifications for Service:

- First Vice President of the Academic Senate, as Chair of the Faculty Business Committee
- Appropriate Program/Department Coordinator, or, in the absence of a Program/Department Coordinator, a faculty representative selected by the majority of full-time faculty in the hiring program/department. In the absence of sufficient full-time faculty in the hiring program/department to effect a selection, the majority of full-time faculty in the hiring Division will make the selection.
- Division Dean, or designee
- ~~One additional member of the Faculty Standards and Practices Committee~~

The ERT may consult with the Office of Academic Affairs and the Office of Human Resources as appropriate.

-IV. Standards

The granting of equivalency is on a case-by-case basis. Equivalency may be achieved by course work, work experience, or a combination thereof. Equivalency may never mean lesser qualifications than the published minimum qualifications. Districts may establish local qualifications beyond the minimum standards defined in the disciplines list.

A candidate who claims equivalent qualifications shall be responsible for providing conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that she/he has qualifications at least equivalent to those required by the minimum qualifications. The candidate shall also be available for interview or examination, if requested. All material provided shall remain in the individual's applicant file or personnel file.

Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate shall or shall not be interviewed or hired. Once granted equivalency, the candidate shall be placed in a pool of qualified applicants, any number of whom may be considered for a given position. Applicants granted equivalency and subsequently hired, whether on a full- or part-time basis, maintain that status for their entire career in the Napa Valley Community College District.

Each district establishes its own equivalency process, and equivalency is not transferable from district to district. Therefore, when academic personnel apply for a position in another district, they may need to go through that district's equivalency process.

Minimum qualifications, and therefore equivalencies, are determined for disciplines, not for subject areas or courses within a discipline. An applicant is either qualified to teach a full range of courses in a discipline or not, regardless of whether applying for a full- or part-time position. However, just as equivalency does not guarantee employment, neither does equivalency guarantee assignment.

The ERT should determine equivalency based on the conclusive evidence before it. Provisional or conditional equivalency should not be granted.

V. Qualifications

Qualifications

Napa Valley College expects that some candidates may meet the minimum qualifications through the equivalency process. Candidates who have completed all the appropriate coursework for a particular degree but do not possess the specific degree named on the BOG Disciplines List may possess equivalent qualification, which may be in the form of academic coursework and/or degrees, work experience, or a combination thereof. An applicant making such a claim must provide conclusive evidence of meeting the requirements stated below.

Faculty hiring falls into ~~two~~ three categories as identified by the BOG Disciplines Index:

- Disciplines Requiring a Master's Degree

- Disciplines Requiring a Specific Bachelor's or Associate Degree and Professional Experience
- Disciplines Requiring any Degree and Professional Experience
- ~~Disciplines in Which a Master's Degree is Not Generally Expected or Available, which require any bachelor's degree and two years of experience or any associate's degree and six years of experience~~

A. Equivalence to Academic Degrees

To establish equivalence to the academic degree requirements for the categories above, the candidate must possess at least the equivalent in level of achievement and in breadth, depth of understanding, and rigor for each of the following as separate and distinct criteria:

- A broad cultural education, usually met by the General Education requirement for any bachelor's or associate's degree.
- A detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

A candidate must provide conclusive evidence of fulfilling both criteria above to be considered to possess the equivalent of the degree in question.

The following criteria shall be applied to determine equivalence:

1. Formal Education Equivalent to the Master's Degree:

- a. Master's degree in a related discipline as identified in the BOG Disciplines List or approved by the Equivalency Review Team, including 15 semester units or 22.5 quarter units of graduate and upper division course work within the discipline specified in the job announcement, at least 12 semester units or 18 quarter units of which must be at the graduate level.
- b. Bachelor's degree in the discipline of hire or a related discipline as identified in the BOG Discipline's List or approved by the Equivalency Review Team, plus 30 additional semester units or 45 additional quarter units of upper division or graduate course work in the discipline specified in the job announcement, 12 (or 18) of which are at the graduate level and the remainder at the upper division level or higher.

2. Formal Education Equivalent to the Bachelor's Degree:

At least 120 semester units, including 18 semester units or 27 quarter units representing a diversity of courses generally accepted as general education and, for disciplines that require a master's degree, 30 semester units or 45 quarter units in the discipline specified by the job announcement, of which 24 (or 36) are upper-division or graduate units.

3. Formal Education Equivalent to the Associate's Degree:

At least 60 semester units or 90 quarter units, including 18 semester units or 27 quarter units representing a diversity of courses generally accepted as general education.

In determining equivalency it is permissible for the ERT to consider professional experience as being commensurate to academic preparation or to an academic degree. In such cases the ERT should proceed with extreme caution and thorough, deliberate consideration. Such cases should be rare and place a substantial burden of proof upon the applicant.

B. Equivalence to Work Experience

To establish equivalence to the experience required for disciplines in which a Master's degree is not generally expected or available (either a two-year minimum with a bachelor's degree or a six-year minimum with an associate's degree), possession of thorough and broad knowledge for each of the following as separate and distinct criteria:

Mastery of the skills of the vocation thorough enough to teach the courses assigned to the discipline

and

Extensive and diverse knowledge of the working environment of the vocation.

A candidate must present conclusive evidence of fulfilling both criteria above to be considered to possess the equivalent of the experience in question.

VI. Evidence Evidence

It is the candidate's responsibility to request equivalency at the time she/he submits the application and to provide conclusive evidence that she/he possesses qualifications at least equivalent to those required. The conclusive evidence must be as clear and reliable as college transcripts submitted by other candidates.

Conclusive evidence for general education, major, or experience requirements shall be one or more of the following:

- A. Transcript(s) demonstrating that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the District.
- B. Publications demonstrating the applicant's command of the major in question, his/her general education, or his/her writing skill.
- C. Other products that show the applicant's command of the major or occupation in question.
- D. Skills demonstration or verifiable evidence of the applicant's professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training.
- E. Verification of the applicant's employment history for professional or occupational work experience.

VII. Process Process

Screening of applications shall occur in accordance with the District hiring policy mutually agreed upon by the Academic Senate and Board of Trustees. At the request of the Office of Human Resources, in consultation with the hiring Division, the Equivalency Review Team shall screen all applications requesting qualification through equivalency for each active search.

The Equivalency Review Team shall review applications requesting equivalency or referred to equivalency review in accordance with the standards and qualifications set forth in ~~these regulations~~ this procedure. Applications that are determined to meet the standards for equivalence to minimum qualifications shall be included for full consideration by the appropriate hiring committee. Applications determined to not meet equivalence to minimum qualifications by the Equivalency Review Team will not be included in the applicant pool.

Noncredit Applications Noncredit Applications

Applications requesting equivalency for non-credit applicants shall be reviewed and approved by the Office of Instruction.

VIII. Emergencies Emergencies

The Napa Valley College hiring policies define hiring emergencies and establish standards and practices for emergency hiring. Emergency hires requesting or requiring equivalency review will adhere to the same process outlined in this document. If the nature of the emergency does not allow for the full equivalency review process, the Vice-President of Academic Affairs and the President of the Academic Senate or designee can mutually agree to review the applicant's file and grant equivalency for a period not exceeding one semester, if applicant meets all criteria for equivalency. Equivalencies granted under this emergency clause must be re-reviewed through the regular equivalency process before applicant may be offered further assignments.

IX. Faculty Seeking to Serve in an Additional Discipline Faculty Seeking to Serve in an Additional Discipline

Faculty already employed under a contract may acquire new assignments only if they meet the requirements specified in the BOG Disciplines List, possess qualifications that are at least equivalent to those specified in the BOG Disciplines List, or possess an appropriate credential. After consulting with the appropriate program coordinator, faculty should submit their request and evidence to the Office of Academic Affairs for review. The OAA may recommend, or the faculty may request, evaluation by the Equivalency Review Team. Those who believe that, although they lack both the specified qualifications and an appropriate credential, they do possess the equivalent shall be subject to the process described above, except that the process shall begin when a faculty member submits a request together with the conclusive evidence required of candidates for hire as indicated above. The process delineated above shall be used to review the application to serve in an additional discipline and determine whether the applicant meets the equivalency requirements.

This process resolves only whether the applicant has the equivalent of the minimum qualifications, not whether she/he they may be assigned to a new discipline.

X. Interpretation Interpretation

This policy and its standards and procedures shall be interpreted to be consistent with applicable provisions of the Education Code and Title 5 of the California Code of Regulations.

XI. Review and Revision Review and Revision

This policy and its standards and procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees. Changes to these procedures shall be determined by mutual agreement of the Board of Trustees (or designee) and the Academic Senate, ~~consistent with Napa Valley College's shared governance policy and with California law pertaining to shared governance.~~

Approved 5/27/15 (Mutual Agreement)