

Equivalent to Minimum Qualifications with No Degree or Degree Without General Education Component

Minimum Qualifications or the “district equivalent to” can, at times, be hard to define especially in Career and Technical areas. It is expected that if an instructor is to teach a class at a California Community College, they will have a broad and deep understanding of the subject being taught. It is also expected that they will possess an Associate’s Degree which includes general education classes outside of the major. That said, we understand that a qualified candidate could have years of industry experience and training that gives them a *very* deep understanding of the subject to be taught and life experiences or additional trainings that could provide a breadth of understanding outside of the specific job duties. They may have the ability to teach yet not possess an Associate’s Degree or possess an Associate’s Degree that lacks a general education component.

It is nevertheless possible to meet the minimum qualifications through the equivalency process. The “equivalent” involves combinations of college units and years of professional experience. These combinations are detailed in the document [“Equivalency for Applicants in Disciplines Requiring Any Degree and Professional Experience.”](#) Some of those units may come from college coursework that did not lead to a degree, but others, or perhaps all, may come from other experiences or trainings. An example may help to illustrate. An applicant can meet equivalency with 8 years industry experience, industry certifications in the area to be taught and a minimum of 15 units* of General Education covering at least 4 of the 6 areas found in the following [reference page](#) (with no more than 2 units coming from physical education courses). Under this option, meeting the Minimum Qualifications without an Associate’s degree could look like this:

John Doe has 18 years in the Heating, Ventilation, and Air Conditioning (HVAC) industry and is a “journeyman” worker. He possesses the industrial certifications needed to work in all areas related to HVAC. Over his career he has attended trainings regarding Customer Relations and new technologies that reduce the impact on the environment, attended safety trainings to reduce the health impacts of the job, taken a few adult education classes, played softball in a local adult league, and coached a youth group’s baseball team. John was able to show equivalency to the GE areas by documenting how his trainings, classes, coaching, and other activities meet the outcomes listed. This documentation along with his work experience and certifications demonstrate a depth of understanding regarding area to be taught and the documentation shows the equivalent to the needed 15 units of General Education course work.

*** One unit is equal to a total of 51 hours of total work.**

INSTRUCTIONS FOR APPLYING FOR EQUIVALENCY

1. If you have an Associate’s degree or higher that incorporates a general education component, there is no need to apply for equivalency.
2. If you have any college units that relate to the General Education areas on the reference page, provide a list of those courses along with what GE Area you believe each covers. Be sure to provide transcripts as validation.
3. If you have less than 15 units of GE applicable coursework, provide an explanation of what other activities, courses, and/or experiences you have participated in that provide that breadth of general education. Be sure to include evidence of such activities (certificates or other paperwork verifying attendance or participation), and explain how such activities meet the outcomes shown on the reference page and how they equate to the amount of work required for each unit.

The above is a summary of equivalency processes detailed in Butte College’s Administrative Procedure 7211. If you have any questions, contact Human Resources at (530) 895-2400.

*15 units should cover at least 4 of the 6 areas below, with no more than 2 units relating to physical education

A. Natural Science

- investigate and describe specific evidence used to construct individual scientific principles
- use scientific principles to explain well-established fundamental biological or physical phenomena and analyze their underlying components
- utilize scientific methodologies when solving a problem.

B. Social and Behavioral Sciences

- identify major theoretical orientations in the social and behavioral sciences and describe basic concepts regarding human behavior and thought
- utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies
- apply discipline-specific principles to the development of interpersonal, occupational, and social skills suited to a diverse world.

C. Humanities

- describe the ways in which arts, literature, philosophy, history or language reflect historical, intellectual and cultural contexts, as well as aesthetic values
- employ concepts and theories of the humanities to analyze and evaluate cultural artifacts
- apply the analytical tools of the humanities in order to construct meaning in personal, cultural, and social contexts.

D. English Composition

- find, evaluate, analyze and synthesize appropriate primary and secondary sources in support of academic writing
- write a unified, well-developed essay with an arguable thesis, persuasive academic support, and clear awareness of audience and purpose.

E. Communication and Analytical Thinking

- identify and discuss the role communication or analytical thinking plays in academic, social, and professional endeavor
- analyze and critically evaluate arguments and issues in terms of logical principles or other problem solving methodologies in the given discipline
- Construct and evaluate messages appropriate to particular communication situations relevant in the given discipline.

F. Self-Integration and Physical Education (MAX 2 units Physical Education (PE))

- demonstrate an understanding of themselves as lifelong learners, integrating psychological, social and physiological dimensions of self
- articulate a broader understanding of people as integrated psychological, social and physiological beings
- analyze concepts related to personal development in areas such as health and wellness, nutrition, interpersonal relationships, sexuality, self-management, implications of death and dying, and key relationships of humankind to the social and physical environment.

EQUIVALENCY FOR APPLICANTS IN DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE

The following form is a required part of Butte College's Equivalency process and provides a specific and comprehensive way to determine if a candidate meets the requirements to be granted equivalency. Candidates who have completed all the appropriate course work for a particular degree, have experiences equivalent to that coursework, or have a combination of the two, but do not possess the specific degree named in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* may possess equivalent qualification. An applicant who claims equivalent qualifications will have to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications.

1. The applicant should review the [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) handbook (also known as the Disciplines List) and pay particular attention to the discipline(s) for which equivalency is being requested.
2. If an applicant does not directly meet minimum qualifications, they must request equivalency. "Directly" means that the title or degree of the applicant exactly matches that in the Disciplines List. If it does not, the applicant must apply for equivalency.
3. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted in the Butte-Glenn Community College District.
4. The burden of proof belongs to the applicant.
5. The Butte-Glenn Community College District Equivalency process does not grant equivalency through Eminence.
6. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
7. Professional experience required MUST be directly related to the faculty member's teaching assignment.
8. Applicants seeking equivalency for more than one discipline must complete the procedure below separately for each discipline.
9. Incomplete applications will NOT be considered.
10. For guidance on how experience may equate to coursework, refer to the document ["Equivalent to Minimum Qualifications with No Degree."](#)
11. The above is a summary of equivalency processes detailed in Butte College's Administrative Procedure 7211. If you have any questions, contact Human Resources at (530) 895-2400.

PROCEDURE

The applicant must attach a narrative that supports the request for equivalency BASED ON ONE SPECIFIC OPTION BELOW (1, 2, 3, or 4). By attaching this narrative, the applicant attests that the statements contained therein are complete, true, and correct.

Formatting: The narrative must include:

- i. The applicant's name.
- ii. Title of the position for which the applicant is applying.
- iii. The discipline for which the applicant is requesting equivalency
- iv. The number of the OPTION below under which you are requesting equivalency (for example: OPTION 2).

OPTION 1: Applicant has 120 semester units AND possesses TWO YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, the candidate MUST provide the following documentation:

- a) Table listing institution(s), upper division-level course numbers, titles, descriptions, and number of semester units. If experiences outside of formal education are being used for equivalency purposes, justification of how those experiences equate to specific college units must be provided. Please note: 120 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).
- b) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See NOTE below)

OPTION 2: Applicant has 60 semester units AND possesses SIX YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, the candidate MUST provide the following documentation:

- a) Table listing institution(s), course numbers, titles, descriptions, and number of semester units. If experiences outside of formal education are being used for equivalency purposes, justification of how those experiences equate to specific college units must be provided. Please note: 60 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).
- b) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See NOTE below)

OPTION 3: Applicant has 30 semester units AND possesses EIGHT YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, the candidate MUST provide the following documentation:

a) Table listing institution(s), course numbers, titles, descriptions, and number of semester units. If experiences outside of formal education are being used for equivalency purposes, justification of how those experiences equate to specific college units must be provided. Please note: 30 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).

b) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See NOTE below)

OPTION 4: Applicant has 15 semester units, possesses industrial certification or licensure in the discipline for which the applicant is applying, AND possesses EIGHT YEARS of professional experience in a field reasonably related to the discipline, the candidate MUST provide the following documentation:

a) Table listing institution(s), course numbers, titles, descriptions, and number of semester units. If experiences outside of formal education are being used for equivalency purposes, justification of how those experiences equate to specific college units must be provided. Please note: 15 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).

b) Supporting documentation as evidence of appropriate certification or licensure.

c) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See NOTE below)

NOTE: "Professional experience" includes teaching experience. If "occupational experience" is required, teaching experience does not qualify. Conclusive evidence shall include:

1. Primary author on publications that show a command of the major in question; and/or
2. Other work products that show a command of the major or occupation in question; and/or
3. Employer statement, official job description, chronological listing, or other evidence of relevant work experience from some source other than the candidate's own statements.

FOR APPLICANTS IN DISCIPLINES WHICH REQUIRE A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE AND PROFESSIONAL EXPERIENCE

The following form is a required part of Butte College's Equivalency process and provides a specific and comprehensive way to determine if a candidate meets the requirements to be granted equivalency. Candidates who have completed all the appropriate course work for a particular degree but do not possess the specific degree named in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* may possess equivalent qualification. An applicant who claims equivalent qualifications will have to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications.

1. The applicant should review the [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) handbook (also known as the Disciplines List) and pay particular attention to the discipline(s) for which equivalency is being requested.
2. If an applicant does not directly meet minimum qualifications, they must request equivalency. "Directly" means that the title or degree of the applicant exactly matches that in the Disciplines List. If it does not, the applicant must apply for equivalency.
3. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted in the Butte-Glenn Community College District.
4. The burden of proof belongs to the applicant.
5. Only formal education shall be considered the equivalent of a discipline that requires a specific bachelor's or associate degree. If the applicant has previously taught in the discipline for which equivalency is being sought, that experience DOES NOT COUNT towards equivalency.
6. The Butte-Glenn Community College District Equivalency process does not grant equivalency through Eminence.
7. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
8. Professional experience required MUST be directly related to the faculty member's teaching assignment.
9. Applicants seeking equivalency for more than one discipline must complete the procedure below separately for each discipline.
10. Incomplete applications will NOT be considered.
11. The above is a summary of equivalency processes detailed in Butte College's Administrative Procedure 7211. If you have any questions, contact Human Resources at (530) 895-2400.

PROCEDURE

The applicant must attach a narrative that supports the request for equivalency **BASED ON ONE SPECIFIC OPTION BELOW (1 or 2)**. By attaching this narrative, the applicant attests that the statements contained therein are complete, true, and correct.

Formatting: The narrative must include:

- i. The applicant's name.
- ii. Title of the position for which the applicant is applying.
- iii. The discipline for which the applicant is requesting equivalency
- iv. The number of the **OPTION** below under which you are requesting equivalency (for example: **OPTION 2**).

OPTION 1: A SPECIFIC BACHELOR'S DEGREE IS REQUIRED: To be considered for equivalency in a discipline in which the applicant holds at least a bachelor's degree not specifically listed for that discipline under the Disciplines List, but the candidate has at least 30 semester-units of discipline related coursework to the specifically named degree for which equivalency is being sought, **AND** possesses **TWO YEARS** of professional experience in a field reasonably related to the discipline for which the applicant is applying, **AND** has other specifications noted in the Disciplines List if applicable, the candidate **MUST** provide the following documentation:

a) Table listing institution(s), discipline-related upper division-level course number, title, description, and number of semester units. Please note: 30 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).

b) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See **NOTE** below)

OPTION 2: A SPECIFIC ASSOCIATE DEGREE IS REQUIRED: To be considered for equivalency in a discipline in which the applicant holds at least an associate degree not specifically listed for that discipline under the Disciplines List, but the candidate has at least 15 semester-units of discipline related coursework to the specifically named degree for which equivalency is being sought, **AND** possesses **SIX YEARS** of professional or occupational experience in a field reasonably related to the discipline for which the applicant is applying, **AND** has other specifications noted in the Disciplines List if applicable, the candidate **MUST** provide the following documentation:

a) Table listing institution, discipline-related course numbers, titles, description, and number of semester units. Please note: 15 semester-units is a minimum for consideration of equivalency (3 quarter units = 2 semester units).

b) Supporting documentation as evidence of professional (or occupational) experience and any other specifications noted in the Disciplines List. (See **NOTE** below)

NOTE: "Professional experience" includes teaching experience. If "occupational experience" is required, teaching experience does not qualify. Conclusive evidence shall include:

1. Primary author on publications that show a command of the major in question; and/or
2. Other work products that show a command of the major or occupation in question; and/or
3. Employer statement, official job description, chronological listing, or other evidence of relevant work experience from some source other than the candidate's own statements.

FOR APPLICANTS IN DISCIPLINES REQUIRING A MASTER'S DEGREE

The following form is a required part of Butte College's Equivalency process and provides a specific and comprehensive way to determine if a candidate meets the requirements to be granted equivalency. Candidates who have completed all the appropriate course work for a particular degree but do not possess the specific degree named in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* may possess equivalent qualification. An applicant who claims equivalent qualifications will have to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications.

1. The applicant should review the [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) handbook (also known as the Disciplines List) and pay particular attention to the discipline(s) for which equivalency is being requested.
2. If an applicant does not directly meet minimum qualifications, they must request equivalency. "Directly" means that the title or degree of the applicant exactly matches that in the Disciplines List. If it does not, the applicant must apply for equivalency.
3. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted in the Butte-Glenn Community College District.
4. The burden of proof belongs to the applicant.
5. Only formal education shall be considered the equivalent of a discipline that requires a master's degree. If the applicant has previously taught in the discipline for which equivalency is being sought, that experience DOES NOT COUNT towards equivalency.
6. The Butte-Glenn Community College District Equivalency process does not grant equivalency through Eminence.
7. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
8. Applicants who are completing a master's degree, including those in the last semester of their master's degree program, ARE NOT eligible for equivalency review, except through the process provided in OPTION 2.
9. Applicants seeking equivalency for more than one discipline must complete the procedure below separately for each discipline.
10. Incomplete applications will NOT be considered.
11. The above is a summary of equivalency processes detailed in Butte College's Administrative Procedure 7211. If you have any questions, contact Human Resources at (530) 895-2400.

PROCEDURE

The applicant must attach a narrative that supports the request for equivalency BASED ON ONE SPECIFIC OPTION BELOW (1, 2, 3, or 4). By attaching this narrative, the applicant attests that the statements contained therein are complete, true, and correct.

Formatting: The narrative must include:

- i. The applicant's name.
- ii. Title of the position for which the applicant is applying.
- iii. The discipline for which the applicant is requesting equivalency
- iv. The number of the OPTION below under which you are requesting equivalency (for example: OPTION 2).

OPTION 1: If applicant holds a related master's degree that is not specifically listed for that discipline under the Disciplines List, but is a comparable degree with a different title from the candidate's granting institution; OR candidate holds a master's degree that is on the Disciplines List, but the title of candidate's bachelor's degree is not the exact title of the degree of the Disciplines List, but is the comparable degree with a different title from the candidate's granting institution, the candidate MUST provide the following documentation:

- a) Table comparing (1) graduate-level coursework from any accredited institution awarding a degree title on the minimum qualifications list, and (2) graduate-level coursework from the candidate's accredited granting institution awarding a comparable degree with a different title.

OPTION 2: If applicant holds a bachelor's degree in the discipline but master's degree in another field, but the candidate has at least 18 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level course work that would typically be required in a master's degree for which equivalency is being requested, the candidate MUST provide the following documentation:

- a) Table listing institution(s), discipline-related graduate-level course number, title, description, and number of semester units (must total at least 18 semester units.)

OPTION 3: If applicant holds a bachelor's degree and master's degree in another field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level course work that would typically be required in a master's degree for which equivalency is being requested, the candidate MUST provide the following documentation:

- a) Table listing institution(s), discipline-related graduate-level course number, title, description, and number of semester units (must total at least 24 semester units.)

OPTION 4: If applicant holds a master's degree that works with a specific bachelor's degree, but the candidate lacks the required bachelor's degree identified on the Disciplines List, the candidate must have at least 30 semester units (3 quarters = 2 semester) of discipline-related upper division coursework that would typically be required for a bachelor's degree for which equivalency is being requested, then the candidate MUST provide the following documentation:

- a) Table listing institution, discipline-related upper division course numbers, titles, description, and number of semester units (must total at least 30 semester units.).