



**AP 7211 Faculty Service Areas, Minimum Qualifications, and
Equivalencies**

References: Education Code Sections 87001, 87003, and 87743.2; Title 5 Sections 53400 et seq.

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Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors and listed in the most current edition of the [*Minimum Qualifications for Faculty and Administrators in California Community Colleges*](#), or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

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." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate shall appoint an equivalency committee to:

- Determine equivalencies on full-time and associate faculty hires.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Criteria for Equivalency

The equivalency procedure shall be applied to determine the qualification for hire of candidates for a faculty position who though lacking the exact degree or experience specified in the most recent *Minimum Qualifications for Faculty and Administrators in California Community Colleges* document, state that they possess education, training, and/or experience which is at least equivalent to the minimum qualifications established by the California Community Colleges

Chancellor's Office and the Academic Senate for California Community Colleges. The equivalency 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 in the most recent *Minimum Qualifications for Faculty and Administrators in California Community Colleges* document, including the possibility of meeting the equivalent of the required degree or experience.

Candidates who claim equivalent qualifications shall provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications. The conclusive evidence must be as clear and reliable as the college transcripts being submitted by other candidates. Specifically, the person making the claim must provide conclusive evidence in regard to each of the following:

1. For establishing the equivalent of a required degree, possession of achievement and breadth, depth of understanding, and rigor for each of the following as separate criteria:
 - a. The general education coursework required for that degree; and
 - b. The major coursework required for the degree major.

A candidate must provide conclusive evidence in regard to both a and b above to be considered to possess the equivalent of the degree in question.

2. For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge related to the following criteria:
 - a. Mastery of the knowledge and skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline;
 - b. In disciplines where occupational experience is a specific requirement, direct, extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence shall include:

1. A transcript showing that appropriate courses were successfully completed at a regionally accredited postsecondary educational institution or through an appropriate foreign institution*;
2. Primary author on publications that show a command of the major in question;
3. Other work products that show a command of the major or occupation in question;
4. Employer statement, official job description, chronological listing, or other evidence of relevant work experience from some source other than the candidate's own statements.

*College and university degrees and credits submitted for employment, including the equivalency process, or advancement must be from United States institutions accredited by one of the six (6) accrediting agencies recognized by the Council for Higher Education Accreditation and the United States Secretary of Education.

All degrees and credits not covered by the six (6) regional accrediting agencies recognized by the Council for Higher Education Accreditation and the United States Secretary of Education, including all foreign degrees and credits, are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions, in the form of a U. S. evaluation and translation from an agency providing this service.

Minimum Standards for Consideration of Equivalency

The following are "basic principles for granting equivalency," as per the Academic Senate for California Community Colleges (ASCCC) paper "Equivalence to the Minimum Qualifications" (1999, updated 2006, 2016):

1. Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal.
2. The applicant must provide evidence of attaining coursework equal to the general education component of a regular associate or bachelor's degree.
3. The applicant must provide evidence of attaining the skills and knowledge provided by specialized coursework required for a master's degree or requisite experience and coursework for disciplines that do not require a master's degree.

Equivalency decisions for disciplines requiring master's degree:

- Applicant must hold a master's degree; and either
- Graduate level coursework which includes at least 24 units directly related to the discipline in question if bachelor's degree is not in the same field; or
- Graduate level coursework which includes at least 18 units directly related to the discipline in question if bachelor's degree is in the same field.

Equivalency decisions for disciplines requiring a specific bachelor's or associate degree and professional experience* in the discipline:

- Applicant must hold a bachelor's or associate degree; and
- Substantial coursework directly related to the discipline in question; and
- Two years professional experience for a bachelor's degree or six years for an associate degree.

Equivalency decisions for disciplines requiring any degree and professional experience*:

- Semester units[^]/professional experience* will include one of the following scenarios:
 - 120 semester units AND two years of professional experience in the discipline; or
 - 60 semester units AND six years of professional experience in the discipline; or
 - 30 semester units AND eight years of professional experience in the discipline; or
 - 15 semester units, industrial certification, and eight years of professional experience.

[^] When applicant has no degree, a minimum of fifteen units or the equivalent must relate to at least four (4) of the college's six (6) general education areas, with no more than two (2) units coming from Physical Education):

- Natural Science
- Social and Behavioral Sciences
- Humanities
- English Composition
- Communication and Analytical Thinking
- Self Integration and Physical Education

See Appendices A and B for more details.

* The requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. A "year" means that period of time which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis.

“Professional experience” includes teaching experience. “Occupational experience,” when specified, does not include teaching experience.

Eminence

As per ASCCC Resolution 10.01 S09, “Eminence may no longer be used as the sole criterion to qualify faculty when evaluating minimum qualifications during the faculty hiring process.”

Determination of Equivalency

Determination of equivalency to the minimum qualifications shall be decided by the Equivalency Committee. The granting of equivalency to an applicant requires approval by at least four (4) of the seven (7) committee members. There are three exceptions that can be made. One exception is when the volume of applications at any given time necessitates fewer reviews. A second exception is if the chair reviews applications prior to a meeting and deems some straightforward enough to not warrant review by the committee. A third exception is when an application is received and reviewed during instructional breaks and non-primary terms (winter and summer). The chair of the committee or a designee may review and act on applications if the decision is deemed straightforward. Efforts will be made to consult with any committee members who may be working during that break, particularly instructional deans. If broader discussion with the committee is warranted, the application shall be held until the next scheduled Equivalency Committee meeting. In the latter two instances, the chair shall document any decisions reached and report them to the committee at the next scheduled meeting.

For cases in which the Equivalency Committee cannot come to agreement or in which specific information about a particular discipline is required, the application will be referred to the appropriate department chair(s) and/or subject matter experts. Written evidence of the department’s recommendation and rationale will be used to inform the Equivalency Committee’s final determination as well as future determinations.

Equivalency Committee

The Butte College Academic Senate shall establish a standing committee to make decisions on matters of equivalency to the minimum standards for hiring of instructors. The Equivalency Committee shall consist of the following members:

1. Vice President of the Academic Senate Executive Committee or Academic Senate Executive designee, serving as Chair of the committee;
2. Five faculty members, all appointed by the Academic Senate, with at least one each from General Education, Career and Technical Education, and Student Development;
3. The Chief Instructional Officer (CIO) or designee.

Terms of faculty members shall be three (3) years and shall be staggered to provide continuous experience in the evaluation of equivalencies. Faculty may serve two (2) consecutive terms at the request of the Academic Senate.

A quorum shall consist of four (4) members of the equivalency committee. A member may not miss more than two regularly scheduled meetings each semester. Upon the third absence the Chair of the committee shall notify the Academic Senate Executive Committee or the CIO, applicable to the CIO designee, and the seat may be declared vacant.

Full-Time Faculty Seeking to Serve in an Additional Discipline

Faculty who are already employed under a contract may acquire new assignments or additional faculty service areas only if they meet the requirements specified in the most recent *Minimum Qualifications for Faculty and Administrators in California Community Colleges* document, possess qualifications that are at least equivalent to those specified in the most recent *Minimum Qualifications for Faculty and*

Administrators in California Community Colleges document, or possess an appropriate credential. Those who believe that they do possess the equivalent shall be subject to the process described in this procedure. The process shall begin when a faculty member submits a request and provides all required documentation*. A determination by the Equivalency Committee does not guarantee assignment.

*See current BCEA Collective Bargaining Agreement for requirements.

Further:

1. It shall be the responsibility of the applicant to apply for equivalency, to supply all documents held in evidence before either the departmental hiring committee and/or the Equivalency Committee, and to be available for interview or examination. All materials provided shall remain in the recruitment file, or upon hire, the applicant's personnel file.
2. All deliberations of the departmental hiring committee and/or the Equivalency Committee and all records involved in the proceedings shall be confidential.
3. No provisional or conditional equivalency shall exist.
4. Minimum qualifications are determined for disciplines, not for courses or subject areas within disciplines. Education Code and regulations do not allow for a faculty member to be granted a single course equivalency.
5. In all cases in which equivalency is granted, a report shall be sent to the Human Resources Department. This report shall include a complete description of the committee's reasons for determining that an applicant has the equivalent to the minimum qualifications for the position.
6. In the determination that an applicant has the equivalent to the minimum qualifications, the Equivalency Committee shall not be considered as part of the interview/hiring process. Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that an applicant will or will not be hired.
7. Applicants who are granted equivalency and subsequently hired retain the equivalency for the duration of their employment in the district. If there is a break in service and the applicant reapplies for employment, the applicant's qualifications will be reviewed for equivalency to the current minimum qualifications. The Board of Trustees may continue to employ a person to teach in a discipline or render a service subject to minimum qualifications, if the person, at the time of initial hire by the district, was qualified to teach in that discipline or render that service under the minimum qualifications or disciplines lists then in effect.
8. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.

Review and Revision:

The equivalency policy and its procedures are subject to review and revision at the request of the Academic Senate, the Board of Trustees, or the President's Leadership Team. Changes in this procedure require the joint agreement of the Academic Senate and the President's Leadership Team. Until there is a joint agreement to change it, this procedure shall remain in effect.



Equivalent to Minimum Qualifications with No Degree

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.

It is possible to meet the minimum qualifications without having an AS Degree. 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 AS 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 with No Degree

1. If you have an Associate's degree or higher, 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 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 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 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
8. 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.



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.



Equivalency for Applicants in Disciplines Requiring 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.



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.



Equivalency 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.



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).