

EQUIVALENCY

AR 5105 B

The following equivalency procedure is to be used to determine when an applicant for a faculty position or a faculty member, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the state's minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the discipline. The procedure is intended to ensure a fair and objective process for determining when an applicant or a faculty member has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications or to accept less than qualified individuals.

In the event that a search and selection committee recommends an applicant for an interview who does not possess the minimum qualifications specified in the state list of academic disciplines, assessment and determination of equivalent qualifications shall be carried out by the Equivalency Committee.

1. Job Announcements and Employment Applications

All job announcements shall indicate that equivalent qualifications will be considered.

Employment Applications shall include a form on which the applicant can specify that he or she wishes to demonstrate equivalent qualifications and provide supporting documentation.

2. Responsibilities of Candidates for Employment

It is the applicant's or faculty member's responsibility to request consideration for equivalency and to submit the supporting documentation with his or her application.

3. Categories of Equivalency

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualification. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

a. Degree in related field with equivalent coursework in the required discipline as indicated by transcripts and/or thesis subject

b. Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College)

c. Coursework at an accredited institution of higher education plus state-approved continuing education units applicable for maintaining licensure and/or an internship for licensure and/or equivalent professional or work experience and/or equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.

4. The Equivalency Committee

The Equivalency Committee, a standing committee comprised of representatives from the Cabrillo College Faculty Senate and administration, decides any questions ensuing from a claim that an employee or a candidate for employment possesses some alternative kind of preparation than the minimum qualifications specified by the disciplines list adopted by the Board of Governors. The voting members on an applicant's committee shall include: one faculty member annually selected by the Faculty Senate, one annually selected administrative appointee, and one ad hoc member selected by the Search and Selection Committee raising the issue (where possible this latter member should be from the

relevant discipline). The voting members on a faculty member's committee shall include: one faculty member annually selected by the Faculty Senate, one annually selected administrative appointee, and one faculty member or the division chair mutually agreed upon by the appropriate division faculty and division chair (where possible this latter member should be from the relevant discipline). In the event that the division chair and division faculty cannot reach agreement on the selection of a faculty member or division chair, the selection will be referred to the ABI725 Task Force.

Should any appointed member be unavailable for service an alternative will be designated by the appropriate body.

5. Resolution of Difficult Cases

In the event that the Equivalency Committee does not reach a unanimous decision in an expeditious and timely manner, the arguments on both sides shall be presented to the President, or to the President's designee, who shall make the final determination.

6. Special Category of Temporary Employment

Cabrillo College may employ graduate students currently enrolled in accredited institutions of higher education as unit pay temporary faculty provided that they (1) are employed only on a unit pay temporary basis, (2) have completed at least one semester or two quarters of a graduate program, (3) have successful teaching experience, and (4) are rendering a service that, as determined by the department faculty, is consistent with the subject area of the student's graduate program.

Such unit-pay temporary faculty members may be employed for one semester only and may be hired for a successive term only if their continuing progress as graduate students is reconfirmed.

Legal Reference: AB 1725, Sections 66, 87356, and 87359

Adopted: June 4, 1990

Revised: April 1, 1991