

EQUIVALENCY

AR 5600 A

The following equivalency procedure is to be used to determine when an applicant for an administrative position, although lacking the exact degree or experience specified in the job announcement, nonetheless does possess qualifications that are at least equivalent to those required for the position. 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 or to accept less than qualified individuals.

Equivalency to an academic degree shall include the same depth of knowledge for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or combination of the categories listed in Section 4.

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 s/he wishes to demonstrate equivalent qualifications and provide supporting documentation.

2. Responsibilities of Candidates for Employment

It is the applicant's responsibility to request consideration for equivalency and to submit the supporting documentation with his or her application on the supplemental equivalency determination form provided.

3. Search and Selection Committee Responsibility

The Search and Selection Committee Chair, in consultation with the component Vice President or President, shall designate a subcommittee to review equivalency applications and to determine whether or not they meet equivalency standards based on the minimum qualifications listed in the job announcement. The subcommittee shall meet after the initial screening of applicants, and will make their recommendation to the full committee prior to interviews being scheduled. Those applicants not meeting equivalency standards will not be invited to participate further in the application process.

4. Categories of Equivalency

Equivalency to an academic degree shall include the same depth of knowledge in the area of responsibility 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. Prior administrative or managerial work experience in the same area, or in a closely related area, as that described in the job announcement. Such work experience will be counted on the basis set forth in the job announcement to meet any educational requirement for the position as advertised.
- b. Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- c. Course work at a regionally accredited institution of higher education and/or equivalent verifiable accomplishments of eminence in a particular discipline,

including, but not limited to: research, seminars, publications, creative works, honors or awards.

5. Resolution of Difficult Cases

In the event that the Search and Selection Equivalency Subcommittee 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.

Adopted: June 4, 1990

Revised: April 1, 1991

Revised: June 6, 2003