



ADMINISTRATIVE **PROCEDURE**

7211

DESERT COMMUNITY COLLEGE DISTRICT

FACULTY SERVICE AREAS, MINIMUM **QUALIFICATIONS, AND EQUIVALENCIES**

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, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – 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..."

ADMINISTRATIVE REGULATIONS ON EQUIVALENCY

The Director of Human Resources, in consultation with the Academic Senate, shall administer these regulations.

Equivalency Committee Membership

I. Standing committee

At least four (4) voting faculty trained in determining MQs and Equivalency.

- At least two (2) from disciplines in which a master's degree is generally expected.
- At least one (1) from disciplines in which a master's degree is not generally expected or required.
- One (1) non-voting HR Representative shall serve as an ex officio member.

II. Temporary Members

- At least one (1) voting faculty representative from the discipline in question or, if no discipline faculty are available, the Department Chair representing that discipline.
- One (1) non---voting Dean or designee administrator.

Equivalency Committee Chair

The Chair of an Equivalency Committee shall be appointed by the Academic Senate President for a one year term. The Chair of the Equivalency Committee may serve more than one term. Only full time COD faculty are eligible for the position of Chair of the Equivalency Committee.

Quorum

The quorum for the Equivalency Committee shall be three (3) members, present and voting. The quorum shall contain at least one (1) member from disciplines in which a master's is generally expected or available, at least one (1) from disciplines in which a master's is not generally expected or available, and at least one (1) Faculty from the discipline being discussed or if no discipline faculty are available, the Department Chair representing that discipline.

Applicants

The Equivalency committee will review equivalency applications for all new full time and part time faculty candidates the interview committee wishes to interview. No candidate shall receive an interview unless they meet minimum qualifications or establish equivalency through the equivalency process.

Emergency Hires

College of the Desert's hiring policies defines hiring emergencies and establishes standards and practices for emergency hiring. In cases where an emergency search committee is convened in place of a standard size committee, before a committee should hire an applicant who has requested equivalency, the search committee should consult with a member of the Equivalency committee to verify that Minimum qualification standards have been followed on any candidates who have requested equivalency.

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. 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 they may be assigned to a new discipline.

The applicant is responsible for requesting that the equivalency result be placed in the applicant's personnel jacket in HR.

***Committee Process**

The responsibility of the equivalency committee is to ensure that search committees all follow the same process for determining equivalency: Search committees shall forward any applications which they believe meet equivalency and whom they wish to interview.

- The equivalency committee shall meet within seven working days of receiving materials from a search committee to review applications.
- It is recommended that at least one of the discipline members attends this meeting.
- The Equivalency committee will:
 - (a) review all relevant evidence used to support granting equivalency as outlined in this document;
 - (b) seek clarification with the discipline faculty regarding the evidence provided and the process used in forwarding each equivalency applicant's request; and
 - (c) either agree or disagree with recommending equivalency.
- A signed and completed *Determination of Faculty Equivalency* form will then be sent to the Human Resources department for further processing. The Human Resources department will make sure that copies of all approved faculty equivalencies (i.e., containing ALL signatures) will be forward to:
 - (a) The instructor's personnel file
 - (b) The immediate supervisor
 - (c) Appendix A of program review
 - (d) And to the Board pursuant to Assembly Bill 1725, Section 87359.

A. Application

1. Application for equivalency is completely the responsibility of the applicant.
 - a. Applications must be submitted on the form provided by Human Resources.
 - b. Supporting documents such as transcripts and verification must be attached to the completed application form.

2. Resource people invited by the Equivalency Committee may be present during presentation of an applicant's request.

B. Deliberations

1. For each application at least one representative from the discipline or the Department Chair representing the discipline shall be present at the Equivalency committee meeting to offer insight on equivalencies within a particular discipline.
2. Standing Members and invited temporary faculty members will each have a vote.
3. All Equivalency Committee decisions shall be made by at least the quorum defined above.
4. Results of the balloting shall be recorded by number and reported to Human Resources.

C. Appeals

Applicants who are not granted equivalency on initial application may request through the Executive Director of Human Resources, further dialogue with the Equivalency Committee. Applicants must provide a clear, written request why a second review of their application is appropriate.

Review and Revision

This policy and its standards and procedures are subject to review and revision at the request of the Academic Senate. All deliberations related to equivalency by the parties involved, and all records involved in the proceedings, shall be confidential.

References:

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

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Administrator: E.D. Human Resources