

Clovis Community College  
Equivalency Committee Operating Agreement

**Purpose:**

As defined in *California Education Code § 87359, Title V of the California Code of Regulations §53430* and supported by *Legal Opinion L 03-28* and *Resolution F95 19.1 of the Academic Senate for California Community Colleges* (see supporting documents below), equivalency committees at California Community Colleges will have the responsibility of judging the merit of petitions for equivalency. The committee under the auspices of the Academic Senate will utilize committee members and faculty experts to vet the petitions for approval or denial.

*Equivalency* means that an applicant for a certificated position who *does not* hold the degrees specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, must submit a petition to be considered for the vacancies. By submitting this petition, the applicant is asserting that, through various means, he/she has gained sufficient knowledge to make him/her *equal to a person who meets the specified minimum qualifications*.

**Product:**

Approval or denial of petitions for equivalency

Forms that are needed for the process of petitioning for equivalency as approved by the Academic Senate shall be created and maintained by the committee.

Reports for the Academic Senate as needed or requested by the Academic Senate.

**Jurisdiction:**

Equivalency Committee coordinates, oversees, and reports on the petitions for equivalency that are specific to certificated positions at Clovis Community College (CCC).

Until Initial Accreditation is granted this committee will fall under the CCCC's Academic Senate and operate as a subcommittee under the Reedley College Equivalency Committee. After initial accreditation this committee will be solely under the governance of the Academic Senate of Clovis Community College.  
**(SHOULD THIS LANGUAGE INCLUDE THE STATEMENT OF AUTHORITY?)**

## Duties and functions:

- The CCCC Academic Senate charges the Equivalency Committee with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (see supporting documents below).
- As per the AR 7120 section 8 the departments (see supporting documents) below will determine if an applicant meets the equivalency standards as defined by the department. The Equivalency Committee will validate that determination. Equivalency may only be granted if both the department and Equivalency Committee agree.
- The term “departments” as used should be interpreted as “disciplines” or “divisions”. Faculty (tenured when possible) in the appropriate discipline should complete the determination for equivalency through the Equivalency Committee for recommendation of support or denial. Reporting of finding will be reported directly to the Academic Senate.
- The Equivalency Committee shall have sole responsibility to recommend forms to the Academic Senate for petitioning for equivalency and forms for appealing a denied petition. These forms shall be published and made readily available. The Academic Senate shall modify these forms as deemed necessary, and may request suggestions or recommendations for such modification from the Equivalency Committee.

## Membership:

- A member of the College Academic Senate Executive Committee, to be designated by the Senate president, shall chair the Equivalency Committee. The Equivalency Committee shall have a total of seven (7) members or number established by the Academic Senate, including the Chair. The President of the Academic Senate, with the advice of the Academic Senate Executive Committee, shall appoint the Equivalency Committee membership. The Equivalency Committee membership should include representatives of academic and vocational programs.
- Equivalency Committee members shall serve a two academic year term and be available for committee work falling into the summer as needed. A member may serve multiple consecutive terms, although rotating membership is encouraged. No more than 4 new members should be added at the beginning of a new academic year. Initially, members may serve 1, 2, or 3 year terms to allow the rotational system to begin.

- In the event that a member can no longer serve on the Equivalency Committee, the Senate President, with the advice of the Academic Senate Executive Committee, shall appoint a replacement. In making appointments, the Senate President should attempt to maintain representation with respect to disciplines when appointing replacements.
- Each member of the Equivalency Committee will be provided with the current copy of the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (see supporting documents below), which outlines the basic standards for certificated employment at a California community college. If possible, a current electronic file of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* will be available on the human resource section of the SCCC district website. All committee members must have a copy (electronically or hard copy) of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.
- Any change in the membership structure of the committee must be made in advance of the academic year in which the change is to occur and be approved by the Academic Senate.

## Management and Operating Procedures

### Committee Formation:

As per California Education Code §87359, California Code of Regulations §53430, SCCC Board Policy (current BP 4100; revised 7120), SCCC Administrative Regulations (current AR 4100, §6.9; revised TBD), and SCCC Procedures for Recruitment and Employment of First-Time Part-Time Faculty [Faculty-part-time hiring (10/26/01) the Clovis Community College will form a standing committee entitled "Equivalency Committee." The CCCC Academic Senate shall approve and amend as necessary the CCCC Senate Equivalency Committee Operating Procedure. The CCCC Academic Senate Equivalency Committee shall be known as the "Equivalency Committee" and the CCCC Academic Senate shall be known as the "Senate." The Equivalency Committee shall implement the Senate approved Equivalency Committee Operating Procedure and approved amendments as they arise.

**Quorum:** simple majority vote by a quorum of the Academic Senate approving this Operating Procedure will be required for adoption. If membership is ever at an even number of members and there is a tie; the chair of the Equivalency Committee will break the tie.

**Meeting Schedule:** The Equivalency Committee shall meet as deemed necessary by receipt of petitions for equivalency. The committee shall meet when called upon by the Academic Senate or needed for the development of procedures and/or forms necessary for the equivalency process.

## **Amending the Equivalency Committee Operating Procedure:**

- Any person represented by the Academic Senate (hereafter referred to as “faculty member” or “faculty”) may propose amendments to the Equivalency Committee Operating Procedure. The Equivalency Committee and the Senate shall review the proposed amendments. Upon the approval of a simple majority of the Senate, amendments will be immediately implemented by the Equivalency Committee unless otherwise specified in the approved amendment

## **Process for Petitioning for and Reviewing of Equivalencies**

- A majority of the members of the Equivalency Committee shall constitute a quorum, allowing this committee to consider petitions.
- The petitioner is responsible to ensure that the petition is complete. It is probable that petitioners will not be cognizant of equivalency or the equivalency procedure. Therefore it is imperative that screening committee members, discipline experts/representatives, Department Chairs, Division Representatives, or Deans of Instruction that are interviewing and/or screening potential full-time or part-time candidates ensure that the candidates are aware of equivalency requirements and procedures and assist the petitioner as necessary to ensure complete equivalency petitions are prepared for submission.
- To expedite the consideration of the petition, it is recommended that all forms and documents be submitted in an electronic file format to be made available to all Equivalency Committee members through a secure process. If all documentation is provided via an electronic file format, a hard copy will be produced and included in the personnel file until the time the personnel file has been appropriately destroyed.
- Unofficial transcripts may be submitted for initial consideration of the petition; however the committee will not render a final determination until official transcripts are received. All applicants must have official transcripts on file with the Human Resources Department (HR) at the District Office. The committee may request verification from HR; however this may/will delay final approval of an equivalency petition. Therefore, it is recommended that official transcripts be provided to the committee, preferably with the original submission of the equivalency petition for review.
- Complete petitions will include a full and detailed description articulating those exact courses/experiences that the petitioner is asserting make him/her equal to a candidate who meets the currently established minimum qualifications.

1. If the petitioner is lacking the appropriate degree(s) in ***“disciplines where a master’s degree is required,”*** at a minimum, he/she must include:

- A list of the requirements for earning the degree in question from an accredited institution in the United States (appropriate pages from the institution’s catalog will suffice).
- A letter illustrating how his/her various academic and professional experiences satisfy the requirements of the degree that he/she lacks.
- And/or a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes

2. If the petitioner is lacking the requirements to teach in ***“disciplines in which a master’s degree is not generally expected or available,”*** and the petitioner is ***lacking the specified bachelor’s or associate’s degree,*** at a minimum, he/she must include:

- A list of the requirements for earning the degree in question from an accredited institution in the United States (appropriate pages from the institution’s catalog will suffice).
- A letter illustrating how his/her various academic and professional experiences satisfy the requirements of the degree that he/she lacks.
- And/or a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes

and the petitioner is ***lacking the specified years of experience,*** at a minimum, he/she must include:

- A letter/ illustrating how his/her various academic and professional experiences satisfy the years of experience that he/she lacks
- And/or a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes

**NOTE:** Petitioners should pay special attention to detail in establishing his/her comparative academic and professional experiences and submitting supporting materials to avoid unnecessary delays caused by the need to request additional information or support.

- Upon submission, all petitions must be signed by at least one tenured faculty member from the discipline

- recommending the petitioner for equivalency. Signature by several of the tenured or non-tenured faculty within the discipline is recommended. Approval by the discipline specific faculty member(s) will be deemed as the determination that the qualifications of the petition satisfy the equivalency requirements of the discipline.
- If there are no tenured faculty members within the discipline, a faculty member from a related discipline (as defined in the current Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook) may sign the petition. For disciplines with only non-tenured faculty members, the signing tenured faculty member must consult with the non-tenured faculty prior to signing. In such an event, it is encouraged that tenured discipline experts from another SCCC College be consulted.
- It is imperative that the signing **tenured** faculty member consults with other faculty members within the discipline prior to signing the petition. The signature of this tenured faculty member is the determination that the petitioner satisfies the equivalency requirements for the petition. Other faculty members may sign the petition in support of or in opposition to the petition.
- The Department Chair, depending on the origin of the petition, must sign petitions. The signature of the Department Chair constitutes acknowledgement of the petition being submitted by the discipline experts and that the discipline experts deem the petitioner to meet the equivalency requirements. The Department Chair may deny a petition or prevent a petition from being forwarded to the Equivalency Committee once the discipline experts have deemed the petitioner to be equivalent. The Department Chair or Division Representative is encouraged to include a statement of support or opposition.
- After the petition has received all appropriate signatures it is submitted to the Dean of Instruction who oversees the discipline from Clovis Community College. The Dean of Instruction may, and is encouraged to include, a statement of support or opposition. The completed petition is then submitted directly to the Chair of the Equivalency Committee.
- At the discretion of the Equivalency Committee, additional information, supporting materials, or additional justification or support from faculty within the discipline may be requested during the review period.
- The Equivalency Committee will review and make a decision on the petition within a maximum of **15 working days**, assuming the petition is submitted during the certificated contract year. For petitions submitted during the **summer months**, consideration may take a maximum of **25 working days**.
- If a petition has been denied, the Equivalency Committee has **3 working days from the day the decision was made to provide the**

**Dean of Instruction with formal notification (suitable for inclusion in the personnel file).** The Chairperson of the Equivalency Committee will either prepare the formal notification or delegate the responsibility to a committee member. The formal notification should include the reasons why the petition was denied. **Petitioners who have been denied equivalency may appeal the decision by submitting the completed appeal form and supporting materials to the Academic Senate Executive Committee within 5 working days of being informed of the decision by the Dean of Instruction.** If the petitioner is unable to adequately respond within this period, he/she may request additional time from the Chair of the Equivalency Committee. The duration of the negotiated extension will be included in the petition documentation.

- To expedite the process, the appeal should contain substantially more information or support than was provided to the Equivalency Committee. The Academic Senate Executive Committee at their next scheduled meeting will consider the appeal. At the discretion of the Senate President, the Executive Committee prior to their next scheduled meeting may consider the appeal by other means (for example, electronic vote). The decision of the Academic Senate Executive Committee will be final.
- Hard copies of all forms and documents for equivalency must be maintained in the appropriate personnel file for future reference as needed. The equivalency will be in force so long as the minimum qualifications remain unchanged, or if grandfather clauses are included in the new regulations. Clovis Community College will only recognize the approved equivalency.

**Supporting policies, codes, regulations, and resolutions: See appendix**

### Members

Area/Position	Term
Chair	2 year
Math/Sci/Engineering	2 year
Student Support Services	2 year
Soc Sci/Business	2 year