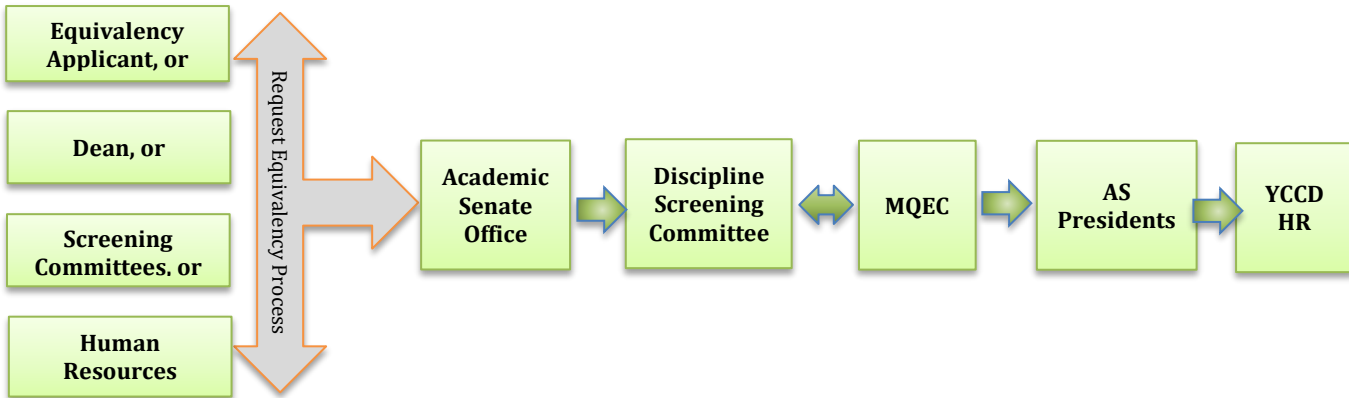


Process, Criteria and Procedures for Minimum Qualifications and Equivalency



To maintain the academic integrity of faculty at Modesto Junior College minimum qualifications must be established and equivalency to those minimum qualifications must be granted with careful consideration.¹ The following criteria and procedures establish the process for equivalency in a discipline at Modesto Junior College.

No step in the hiring process of faculty shall be made before minimum qualifications and equivalency have been established and approved by the process outlined below.

Equivalency: If an applicant for an academic position does not meet the minimum qualifications established in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, they may still apply for the position by petitioning for equivalency. Equivalency to a discipline is granted when the applicant is able to demonstrate that their education and experience are at least equivalent to the applicable minimum qualifications specified in the latest regulations adopted by the CCC governing board (“Minimum Qualifications for Faculty and Administrators in California Community Colleges”, the so-called Disciplines List). Equivalency is granted for a discipline, not a course. Being granted equivalency allows an applicant to teach any course within the discipline at either Modesto Junior College or Columbia College.

A. Conditions and Considerations

1. **Minimum Qualifications and Equivalency Apply to All Faculty Hires, No Exceptions:** Equivalency processes for part-time faculty and “emergency hires” are be no different from equivalency for full-time faculty.
2. **Equivalency is a Local Decision:** Equivalency granted in a different community college district does not guarantee equivalency being granted at the Yosemite Community College District.
3. **Minimum Qualifications and Equivalency Committee:** For Modesto Junior College the Minimum Qualifications and Equivalency Committee will ensure the consistency of the equivalency process. Determinations of the Minimum Qualifications and Equivalency Committee are final and cannot be re-opened unless the applicant provides additional new information.
4. **Role of Discipline Faculty and Academic Senate:** Determination of equivalency is a collaboration between discipline faculty through the *Ad Hoc* Discipline Screening Committee and the Minimum Qualifications and Equivalency Committee of the Academic Senate.
5. **The Burden of Proof** is on the applicant to demonstrate that they possess qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the California Community

¹ Equivalence to the Minimum Qualifications – Adapted from the ASCCC Standards and Practices Committee, 2006.

Colleges board of governors. Incomplete applications, including appropriate documentation, will not be considered.

6. **Evidence of Claims Requirement:** Equivalency decisions are based on direct evidence of claims (e.g., transcripts, rationale, and where appropriate, work experience and work products).
 7. **Only Formal Education Shall be Considered** the equivalent of a discipline **that requires a master's degree**. If a candidate has previously taught in the discipline for which they are seeking equivalency that experience does not count toward equivalency.
 8. **General Education Requirement:** Claims of equivalency must include how both general education and specialization are met.
 9. **Only Candidates with Degree In-Hand from an Accredited Institution Will Be Considered:** Applicants who are completing a degree, including those in the last semester of their degree program, are not eligible for equivalency review. Under no circumstances will provisional minimum qualifications and equivalency be granted.
 10. **Eminence not Granted at YCCD:** The Yosemite Community College District minimum qualifications and equivalency process does not grant equivalency through "eminence."
 11. **If an Applicant Possesses a Foreign Degree** they must submit a credential evaluation done by a United States foreign credential evaluation serviced approved by the YCCD Human Resources office.
 12. **If Any Evidence Is Presented in a Language Other than English**, applicant must provide translated documents by using a United States document translation and verification service approved by the YCCD Human Resources office.
 13. **No Single Course Equivalencies:** The Chancellor's Office of CCC interpretation of California's Education Code and regulations does not allow for single-course equivalencies.
 14. **Granting of Equivalency is a Faculty Only Process:** Neither the YCCD Human Resources office nor any YCCD administrator or staff determines equivalency.
 15. **Limited Role of HR and Administrators in the Equivalency Process:** When applications are received by the YCCD Humans Resources Office or any instructional administrator they shall screen the application for minimum qualifications. If the degree or certificate does not exactly match those in the Disciplines List, the file will be immediately forwarded to Academic Senate office for review. Under no circumstances are equivalencies to be delegated to administration or classified staff.
 16. **Role of Faculty in Faculty Screening/Hiring Committees in Equivalency:** Every member of a faculty screening/hiring committee, whether for full-time or part-time faculty, shall review the Disciplines List to ensure that each applicant for a faculty position meets minimum qualifications. If the candidate does not possess minimum qualifications exactly as stated in the Disciplines List, the faculty members of screening/hiring committee can serve as the *Ad Hoc* Discipline Screening Committee previous consultation with the Academic Senate. No interview with a candidate shall be scheduled unless equivalency has been granted.
 17. **Promptness** is essential at all levels of the equivalency process. Incomplete applications will not be processed and will reset the application process clock to zero when resubmitted.
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B. Participants and Process

1. Modesto Junior College Minimum Qualifications and Equivalency Committee (MQEC)

Charter: To facilitate meeting the obligation of the YCCD Board of Trustees to rely primarily on the advice of the Academic Senate regarding faculty minimum qualifications (Education Code §87359 (b)) the Minimum Qualifications and Equivalency Committee, a standing committee of the Academic Senate, makes recommendations to the Board of Trustees regarding the process, criteria, and standards that ensures “each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the California Community Colleges board of governors. (Education Code §87359 (b)).

- A. Membership: Members of the Minimum Qualifications and Equivalency Committee shall be full-time tenured faculty appointed by the president of the Academic Senate. Appointments shall be confirmed by the Academic Senate membership during its next regular meeting. The membership will include a chair, two appointees, and two alternates to the appointees.
- B. Meetings: Immediately upon an equivalency request.
- C. Procedures and criteria for determining qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors are set out in the Criteria and Procedures for Minimum Qualifications and Equivalency.

Source: MJC Academic Senate Rules

The MQEC ensures the consistency and integrity of minimum qualifications and the equivalency process. The MQEC reviews the findings of the *Ad Hoc* Discipline Screening Committee and has the power to approve, reject, or send back for further review any application before it. In the case that any issues arise during the committee’s evaluation of the equivalency file, the chair will promptly contact the *Ad Hoc* Discipline Screening Committee with a request for further information and clarification.

The Chair of the MQEC ensures that the equivalency process moves smoothly and diligently through the process. Decisions of the MJC MQEC are final, but subject to appeal if relevant new evidence is introduced. Each member of the MQEC shall make an *independent* decision of the material submitted by an applicant and the *Ad Hoc* Discipline Screening Committee, and shall record the rationale for his/her decision in writing. The application will not be processed if any document or supporting evidence is missing in the packet. Each member must also sign and date the Equivalency Application. If process and good practices have been followed, the MQs Committee will quickly sign off on the application. It is recommended that the MQEC meet if there are unresolved issues over the equivalency that cannot be resolved using other means of communication.

Once the MQEC has approved or rejected an application, it shall be forwarded to the Presidents of the Academic Senate of Columbia College and Modesto Junior College. If approved, the AS Presidents shall sign off on the equivalency and forward the application file to YCCDs Human Resources Office for filing. A copy of the application shall be filed by the HR office and the original by the Academic Senates Offices of Columbia and Modesto Junior College depending on where the application originated.

If an application is rejected, it will also be filed by YCCDs HR and the Academic Senates Offices of Columbia College and Modesto Junior College. The application shall contain the signatures of the Academic Senate Presidents and be stamped DENIED.

2. *Ad Hoc* Discipline Screening Committee

Ad Hoc Discipline Screening Committees are formed as need arise. Members of Screening Committees are appointed by the Academic Senate president. *Ad Hoc* Screening Committees are disbanded once they’ve screened for equivalency and a decision has been reached by the MQEC.

The *Screening Committee* should meet at least once to review the application packet, although if impractical, the discussion can be conducted by phone or electronically (email, Zoom, etc.). The application shall not be

processed if any document or supporting evidence is missing in the packet (see relevant equivalency application for specifics). The application packet should contain a completed equivalency application, including the applicant's transcripts, certificates, or other corroborating evidence; a written rationale from the applicant on how they meet minimum qualifications; and for applicants holding degrees from foreign institutions, a transcript translated and legitimized by a credentials evaluation service.

Each member of the *Ad Hoc Screening Committee* shall make an *independent* decision of the material submitted by an applicant, and shall record the rationale for his/her decision in writing. . Each member must also sign and date the Equivalency Application. It is recommended that the *Screening Committee* meet prior to submitting the paperwork to the Senate's MQs Committee to discuss the application – especially if there are disagreements over the equivalency. However, if impractical, the committee may chose a preferred method of communication.

The *Screening Committee* shall forward their decisions and written rationale to the Academic Senate office Secretary and the Chair of the Academic Senate's MQEC. If there is agreement among members of the screening committee, a single signed rationale is allowed. If agreement cannot be reached, a minority and majority position must be submitted.

Because promptness is desirable, it is expect that the *Screening Committee* reach a decision within five working days of receiving a completed packet. Any issue that could delay such a decision should be promptly communicated to the Chair of the MQEC and the Academic Senate Secretary.

3. Modesto Junior College and Columbia College Presidents

Modesto Junior College and Columbia College use the same application for equivalency, although that fact does not constitute at this time a full-blown district wide equivalency process. Still, signature lines are provided for both academic senate presidents. Both signatures are required before equivalency can be granted. The signatures are there to ensure communication of equivalency decisions between the colleges and as an acknowledgment that the process has been followed. However, the signatures do not constitute veto power over the processes established at each college. Close collaboration is encouraged to avoid potential issues. When requested by Columbia College, the MQEC can collaborate in establishing equivalencies.

4. Human Resources Office

The YCCD Human Resources office is responsible for maintaining current files on faculty hires. YCCD will maintain a list of approved and denied equivalencies.

YCCD Human Resources office has a responsibility to guarantee that the processes outlined in this document are followed.