

YOSEMITE COMMUNITY COLLEGE DISTRICT

DETERMINATION OF EQUIVALENCY

DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY AVAILABLE

To: Vice Chancellor, Human Resources

From: YCCD Minimum Qualifications and Equivalency Committee, Columbia and MJC Academic Senates

Name of Equivalency Applicant: \_\_\_\_\_ Columbia MJC

Title of the Position for Which Applicant is Requesting Equivalency: \_\_\_\_\_

Discipline for Which Applicant is Requesting Equivalency (ONE discipline per application): \_\_\_\_\_

Have you been Denied Equivalency for this position or discipline previously at YCCD? Yes No

If yes, are you presenting new additional evidence? Yes No

Instructions for applicants are on the next page. Please follow instructions, as incomplete applications will not be considered.

For Tenured Discipline Faculty and Academic Senate Use Only

**For MJC Applications Only: Discipline Tenured-Faculty Ad Hoc Pre-screening Committee** (Not applicable to Columbia College)

Each member shall make an independent decision of the material submitted by applicant, and shall record the rationale for his/her decision in writing which will be placed in the equivalency review file; this information is confidential.

_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date
_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date
_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date

**YCCD Minimum Qualifications and Equivalency Committee** (required for Columbia College AND Modesto Junior College)

Each member shall make an independent decision of the material submitted by the applicant and the pre-screening committee, and shall record his/her findings in writing; this information is confidential.

_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date
_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date
_____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Print Name, Discipline	Signature, Date

**ACADEMIC SENATES PRESIDENTS' SIGNATURES – BOTH SIGNATURES REQUIRED**

_____	_____
Columbia College Academic Senate President, Date	Modesto Junior College Academic Senate President, Date

**YCCD HUMAN RESOURCES –**

RECEIVED BY (print name): \_\_\_\_\_

SIGN AND DATE: \_\_\_\_\_

Return original to Human Resources. HR will forward copies to:

- Personnel File – Date Filed \_\_\_\_\_
- Student Services OR Instruction Office – Date Sent \_\_\_\_\_
- Immediate Administrator – Date Sent \_\_\_\_\_
- Columbia Academic Senate Office – Date Sent \_\_\_\_\_
- MJC Academic Senate Office – Date Sent \_\_\_\_\_

## FOR APPLICANTS IN DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY AVAILABLE:

1. Review the "Minimum Qualifications" section of the job posting, which should match those listed in the Chancellor's Office 2014 edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" handbook (know as the **Disciplines List**).
2. If you do not directly meet minimum qualifications, you must request equivalency.
3. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted in the Yosemite Community College District.
4. The burden of proof belongs to the applicant.
5. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
6. Follow the instructions below to submit your application.
7. **Incomplete applications will NOT be considered.**

## INSTRUCTIONS

- I. Attach a cover letter to your application that supports your request for equivalency **BASED ON ONE SPECIFIC SECTION BELOW** (1 or 2). By including this cover letter to your application, you attest to the best of your knowledge that the statements contained therein are complete, true, and correct.
  - a. The narrative must include, at the top of each page:
    - i. The applicant's name.
    - ii. Title of the position for which the applicant is applying.
    - iii. The discipline for which the applicant is requesting equivalency
- II. The applicant must provide copies of all transcripts and supporting documentation, including, but not limited to, work experience verification; publications that show the applicant's command of the major questions, his or her general education, or his or her writing skill, and other work products that show the applicant's command of the major or occupation in question.
- III. If the applicant possesses a foreign degree, they must submit a credential evaluation done by a United States foreign credential evaluation service approved by the YCCD Human Resources office.
- IV. If other 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.

### SECTION 1:

- a) Possession of a bachelor's degree from an accredited institution in a discipline reasonably related to the applicant's requested assignment, **AND**
- b) **TWO YEARS** of professional experience, **AND**
- c) Appropriate certification to practice or licensure or its equivalent, if available, **OR**

### SECTION 2:

- a) Possession of an associate degree from an accredited institution in a discipline reasonably related to the applicant's requested assignment, **AND**
- b) **SIX YEARS** of professional experience, **AND**
- c) Appropriate certification to practice or licensure or its equivalent, if available,

The professional experience required **MUST** be directly related to the faculty member's teaching assignment.

## California Code of Regulations, Title 5 Sections on Minimum Qualifications

### §53430 Equivalencies

- a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article and elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action in employing the individual.
- b) The process, as well as criteria and standards by which the governing board reaches its determination regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon 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 faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.
- c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.
- d) Until an agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.