

**SECTION IX
EQUIVALENCY POLICY
AND PROCEDURES**

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POLICY

In accordance with Education Code Section 87359 and Section 53430 of the California Code of Regulations, Title 5, the Foothill-De Anza Community College District may grant equivalency to the minimum qualifications of a degree and/or experience required for a position to those applicants who provide conclusive evidence of equivalency to the minimum qualifications. Equivalency for degree requirements is based on conclusive evidence that an applicant possesses the general education and the major course work required for the required degree or clear and verifiable eminence in the discipline. Equivalency for required experience is based on conclusive evidence of mastery of the skills of the vocation for the specific assignment as well as for other courses in the discipline and extensive and diverse knowledge of the working environment of the vocation.

PROCEDURE

Committee

Each college will establish an Equivalency Committee as follows:

- The De Anza Equivalency Committee will include the Vice President of Instruction or designee, the President of the Academic Senate or designee, and at least one discipline expert from the department/division/program in which the position exists.
- The Foothill Equivalency Committee will include the Dean of Faculty and Staff or designee, the President of the Academic Senate or designee, and at least one discipline expert from the department/division/program in which the position exists.

In no case shall a person who serves on the Search Committee or who is recommending equivalency also serve on the Equivalency Committee. If a discipline expert is not available from the division/department/program, a discipline expert from the other college or from another college, university, or the community may be asked to serve on the committee. Equivalency granted by either committee is acceptable throughout the District.

Criteria

Granting equivalency to minimum qualifications is based on the same criteria, documentation, and committee deliberation for all faculty positions: full-time, part-time, leave replacement, and grant/special funded positions.

For disciplines normally requiring a master's degree, equivalency may be granted on the

basis of any of the following:

1. Completion of the master's degree from an accredited institution in the discipline under a different name;
2. Completion of the course work and academic requirements (such as a thesis or practicum) for the master's degree from accredited institutions in the discipline without the award of the degree;
3. Completion of a bachelor's degree from an accredited institution and not less than 30 graduate units (48 quarter units) of appropriate and relevant course work from accredited institutions if the course work equals a master's degree in the discipline in breadth, depth, and rigor;
4. Completion of a bachelor's degree from an accredited institution plus additional appropriate and relevant graduate course work from accredited institutions and verifiable experience in the discipline which would require knowledge of the discipline equal to the level required in the minimum qualifications; and
5. Clear and verifiable eminence in the discipline acknowledge by written statements by experts in the discipline and/or evidenced by the production of tangible products (such as published works or invited presentations to discipline related professional organizations) that would require a depth and breadth of knowledge in the discipline comparable to the degree level work.

For disciplines in which the master's degree is not generally expected or available, the criteria shall be any of the following:

1. Six years of documented experience in the discipline and 60 undergraduate semester units (90 quarter units) from accredited institutions comparable to the breadth and depth of coursework equal to an associate's degree;
2. Two years of documented experience in the discipline, and 120 undergraduate semester units (180 quarter units) from accredited institutions;
3. Six years of documented experience in the discipline and undergraduate course work from accredited institutions where the combination of course work and additional experience equals the associate's degree in breadth, depth and rigor; and
4. Clear and verifiable eminence in the discipline acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products that would require a depth and breadth of knowledge comparable to the minimum qualifications.

PROCESS

Applicants

The position announcement will provide for the presentation of qualifications equivalent to the minimum qualifications.

Applicants who believe that they possess qualifications equivalent to the minimum qualifications for a position and wish to request that a determination of equivalency be made in a specific discipline must complete a District Request for Equivalency form and provide supporting documentation as appropriate. Applicants for both full time and part time positions are notified of the opportunity to apply for an equivalency at the time of application.

It is the applicant's responsibility to complete the form and provide documentation. Search committees will not seek additional documentation. Applicants who do not meet the minimum qualifications and who have not completed a Request for Equivalency will not be considered for employment.

The Request for Equivalency and supporting documentation are submitted with the application form to Employment Services.

If, after reviewing the Request for Equivalency and supporting documentation the search committee agrees that the applicant appears to possess qualifications that are equivalent to the minimum qualifications for the position, the application and supporting documentation will be forwarded to the Equivalency Committee for a determination.

The Equivalency Committee reviews the equivalency request and returns the application and supporting documentation to the search committee with a determination.

If an applicant is approved and subsequently hired to fill a position, the documents and experience that support the equivalency must be verified just as minimum qualifications for other new faculty are verified via transcripts and employment verification letters.

Employees

Employees seeking an equivalency must complete a Request for Equivalency form and provide supporting documentation as appropriate. It is the employee's responsibility to complete the form, provide documentation, and forward the information to the Chair of the Equivalency Committee.

The Equivalency Committee reviews the equivalency request and notifies the employee and the appropriate administrator of its determination.

OTHER PROVISIONS

Equivalency is granted on a District-wide basis.

Equivalency is granted for a discipline and not for a specific course within a discipline.

All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.

A determination of equivalency does not guarantee an interview, employment, or reassignment. The determination of equivalency establishes that the individual meets the minimum qualifications for the position and does not bestow rights to any position or process.

The granting of an equivalency is on a case-by-case basis and does not establish precedent for future applicants.

Equivalency shall not be granted on a "contingency" or "emergency" basis pending additional review or receipt of documentation for any reason.

Teaching experience is not equivalent to experience in the discipline.