

**YUBA COMMUNITY COLLEGE DISTRICT
PROCEDURE FOR DETERMINING MINIMUM QUALIFICATIONS and EQUIVALENCY
Approved November 2006**

I. Eligibility for Teaching in the Yuba Community College District

The Yuba Community College District invites all qualified applicants to apply for faculty positions with the District. Candidates who possess the minimum qualifications as specified by the Systems Office, California Community Colleges should apply during the application period specified in the position announcement.

- A. Once a faculty member is qualified and hired to teach within a discipline under the minimum qualifications then in effect, the Yuba Community College District may continue to employ the faculty member to teach in that discipline although there may be future changes to the minimum qualifications, through mutual agreement between the YCCD Academic Senate and the YCCD Board of Trustees, or to the disciplines lists approved by the Board of Governors.
- B. Once a faculty member is qualified for and assigned a course within a discipline under the minimum qualifications then in effect, the faculty member continues to be qualified to teach in that discipline regardless of future changes to the minimum qualifications, through mutual agreement between the YCCD Academic Senate and the YCCD Board of Trustees, or to the disciplines lists approved by the Board of Governors.

II. Procedure to Establish Equivalency in the Yuba Community College District

The District realizes that not all candidates possess the appropriate minimum qualifications. As such, these candidates must demonstrate that they have equivalent qualifications. Forms are available at the District's Human Resources web site. It is the practice of the District not to accept equivalency documentation after the posting of the position. Therefore, if you are interested in applying for a future faculty position in a particular field but do not meet the minimum qualifications, please file the appropriate equivalency forms with the District Human Resources Office. Papers of candidates requesting equivalency will only be reviewed prior to the posting of the position.

Applicants shall show how they have the equivalent education to the minimum qualifications. To do this, applicants will state the minimum qualifications and give a detailed list of their courses, experience, etc. that they think are equivalent to the minimum qualifications. For example, if a Master's degree in a certain discipline was required, one would be expected to take the catalog requirement for that Master's degree from a recognized accredited institution and show how one has had the equivalent education on a course by course basis to that Master's degree. Similarly for the BA/BS or AA/AS degree or certain specified work experience, a detailed, one-on-one equivalency in education, work experience and/or knowledge shall be done.

It is the responsibility of the applicant to submit documentation upon which the above applicant's claim for equivalency is based. The employment application and information needed for verifying the above claimed minimum qualification would include but not limited to the following:

1. A list of all academic preparation that should be should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.). Transcripts and copies of course descriptions should also be attached.

2. A list of all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
3. A list of all other relevant accomplishments that should be considered to determine educational equivalency or work experience equivalency (this should include, but would not be limited to, research, publication, seminars, professional performance/exhibitions, honors/awards, etc.).
4. A list of specialized skills, knowledge and abilities that should be considered to determine equivalency.
5. List of relevant memberships and/or organizational activities that would help verify knowledge or specialized training needed to determine equivalency.
6. A list of the names, addresses, and phone numbers of three (3) references who could attest to the applicant's education, experience and knowledge in support of possible equivalency.
7. A narrative synopsis (not to exceed one page) of the applicant's education and experience that illustrates qualifications that are at least equivalent to the stated minimum qualification
8. A resume, employer statement, chronological listing or other evidence of work experience in the appropriate discipline (work experience to be expressed in full years); and/or
9. Other evidence of demonstrated skill or accomplishment.

It is the responsibility of the applicant to provide all appropriate documentation. It is not the responsibility of the Human Resources Department or the Equivalency Committee to request material that was not submitted.

III. Determination of Minimum Qualification or Need for Equivalency

- A. The Director of Human Resources or his/her designee reviews the application and determines that the applicant either MEETS or DOES NOT MEET the minimum qualification for employment.
- B. If the applicant MEETS the minimum qualification for employment:
 1. The appropriate Yuba Community College District documentation will be recorded;
 2. The applicant is eligible for Yuba Community College District employment in the discipline(s) listed on this documentation; and
 3. The applicant is eligible to enter the regular screening and selection process.
- C. If the applicant does not meet the minimum qualification for employment or Human Resources is unable to make this determination:
 1. The applicant must submit to the Human Resources Office a completed YUBA COMMUNITY COLLEGE DISTRICT EQUIVALENCY DETERMINATION form, the APPLICATION FOR ACADEMIC EMPLOYMENT, and all supporting documentation.
 2. The Human Resources Office sends the REQUEST FOR MINIMUM QUALIFICATIONS / EQUIVALENCY DETERMINATION form, the APPLICATION FOR ACADEMIC EMPLOYMENT, and all supporting documentation to determine

equivalency to the Academic Senate. A copy is kept on file in the Human Resources Office.

3. The Senate seats an Equivalency Committee. The committee consists of the President, Vice-President, Secretary, and one to three full-time faculty from the appropriate discipline or related discipline selected by the Academic Senate Equivalency Committee.

4. The chair of the Equivalency Committee previews all equivalency applications before submitting them to other Equivalency Committee members. If an application is incomplete, poorly documented, or lacks sufficient rationale, the chair will return the application to the Human Resources Office with a brief explanation in writing, indicating why it has been rejected. It is not the responsibility of the Equivalency Committee to request material that was not submitted.

5. Once the chair has determined that the application is complete and has merit, he or she forwards it to the other committee members for review and final determination of equivalency.

6. The Equivalency Committee reviews the information and determines that the applicant:

(a) Has qualifications equivalent to the minimum qualifications for the discipline with a short statement as to the basis for this decision and reports this finding to the Human Resources Office OR

(b) Does not have qualifications equivalent to the minimum qualifications for the discipline with a short statement as to the basis for this decision and reports this to the Human Resources Office, which notifies the applicant OR

(c) Has not provided enough information for the equivalency determination to be made and if possible an indication of what additional information is needed. It is then returned to the Human Resources Office, which shall notify the applicant of what additional materials are required.

7. The Academic Senate Equivalency Committee reserves the right to interview and/or test the applicant for equivalency.

8. In an emergency, the Director of Human Resources may ask the Academic Senate President to perform an emergency 3-working-day equivalency preliminary analysis and report on the equivalency request. This preliminary analysis is not binding and not official until the regular Academic Senate Equivalency Committee has had the opportunity to meet and do the normal equivalency determination. The Academic Senate President will contact as many Equivalency Committee members as possible by phone, etc. in arriving at this preliminary but not binding determination. The Academic Senate Equivalency Committee will determine the guidelines to be used to determine whether an equivalency determination is an emergency.

9. Upon reaching a decision, the Academic Senate Equivalency Committee will inform the Human Resources Office, which in turn will inform the applicant of the approval or denial of equivalency.

D. The applicant can appeal a denial of equivalency to the full Academic Senate for review by writing a letter of appeal that presents clear rationale for the request, attaching any additional information and documentation that may be helpful. This appeal should be directed to the President of the Academic Senate, who will review it with the Executive Committee of the Academic Senate.

1. An applicant must appeal the denial of equivalency no more than 30 calendar days after being informed by the Human Resources Office. After more than 30 calendar days have transpired, the applicant is ineligible for an appeal.

2. If insufficient rationale has been provided, the Executive Committee of the Academic Senate will deny the appeal and inform the applicant in writing.

3. If the Executive Committee of the Academic Senate judges the appeal to have sufficient merit, the President of the Academic Senate shall convene a closed session of the Academic Senate at the earliest convenience of the committee that denied the equivalency, the applicant submitting the appeal, and the Senate as a whole. Preferably, a hearing should be held during the semester in which an appeal has come forward; however, under extenuating circumstances, a hearing may be postponed to the following semester, but no later. The Academic Senate will either uphold or reverse the equivalency subcommittee's decision and report this action to the Human Resources Office. The Human Resources Office will notify the applicant of the decision.

E. The Academic Senate maintains confidential records of the deliberations of the Equivalency Committee and all proceedings relative to the process.

F. Only applicants who meet the minimum qualifications for employment will be forwarded to the selection process.

IV. Hiring will proceed in accordance with the established policies and procedures.

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