

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

Approved January 9, 2020

**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. YCCD Equivalency Consideration Framework**

The District Equivalency Committee will follow the following basic principles for granting equivalency, as supported by the Academic Senate for California Community Colleges:

- The most recent version of the CCC Minimum Qualification handbook will be used to make an equivalency determination.
- Equivalent to the minimum qualifications means *equal* to the minimum qualifications, not *nearly* equal.
- The applicant must provide evidence he or she has attained the breadth of coursework or experience equal to the general education component of an earned associate's or bachelor's degree.
- The applicant must provide evidence he or she has attained the skills and knowledge provided by specialized coursework required for the degree listed in the Disciplines List.

- Faculty members exemplify to their students the value of an education that is both well rounded and specialized and has consistently defined associate’s degree parameters. Faculty should act as models for students by demonstrating a breadth of general education knowledge and a depth of knowledge that is discipline specific.
- Eminence should not be used as the sole criteria for granting equivalence (ASCCC Resolution 10.01 SP09).
- No provisional or conditional equivalency should exist.

### **III. 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.

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-to-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 be limited to the following:

1. A list of all academic preparation that 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.
10. It is the responsibility of the applicant to provide all appropriate documentation. It is not the responsibility of the Office of Human Resources or the Equivalency Committee to request material that was not submitted.

#### **IV. Determination of Minimum Qualification or Need for Equivalency**

- A. The Chief Human Resources Officer 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.
  4. Only applicants who meet the minimum qualifications for employment will be forwarded to the 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 Office of Human Resources a completed YUBA COMMUNITY COLLEGE DISTRICT EQUIVALENCY DETERMINATION form, the APPLICATION FOR ACADEMIC EMPLOYMENT, and all supporting documentation.
2. The Office of Human Resources sends the REQUEST FOR MINIMUM QUALIFICATIONS / EQUIVALENCY DETERMINATION form, the APPLICATION FOR ACADEMIC EMPLOYMENT, and all supporting documentation to determine equivalency to the District Equivalency Committee. A copy is kept on file in the Office of Human Resources. All applications that are submitted to the Office of Human Resources will be forwarded to the equivalency committee without exceptions.

D. The Equivalency Committee should be comprised of:

1. The Woodland Community College and Yuba College Academic Senates seat the District Equivalency Committee.
2. The committee consists Senate Vice-President/President-Elect (or designee) from each college and one faculty from the appropriate discipline or related discipline selected by the Academic Senate Vice-President/President-Elect (or designee) at each college. The faculty within the discipline who are asked to participate on the committee will be selected based on seniority in the discipline.
3. In the event that one of the District's colleges does not have or cannot find a faculty member to properly represent the discipline for which an equivalency application is received, then a non-discipline full-time faculty will be recruited in an area most closely related to the discipline.
4. The chair of the District Equivalency Committee is the Vice President/President-Elect of the college at which the candidate requests their primary teaching position.
5. The chair of the Equivalency Committee previews all equivalency applications before submitting them to other Equivalency Committee members. If an application is incomplete or poorly documented, the chair will return the application to the Office of Human Resources 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.

6. 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.
7. The Equivalency Committee reviews the information and through deliberation 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 Office of Human Resources 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 Office of Human Resources, 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 Office of Human Resources, which shall notify the applicant of what additional materials are required.
8. The Equivalency Committee must take caution to assure that consistency is applied to all decisions regarding equivalency and that anticipated hiring outcomes are not a factor when determining equivalency.
9. All deliberations of the equivalency committee and all records involved in the proceedings shall be confidential.
10. Once the Chair of the Equivalency Committee has determined the application packet is complete, the Committee will have up to 2 weeks to make a determination.
11. The Equivalency Committee will attempt to reach a consensus. If, after sufficient deliberation, a consensus cannot be reached, the committee members will vote. In the case of a tie, the equivalency will be rejected.
12. Upon reaching a decision, the District Equivalency Committee will inform the Office of Human Resources, which in turn will inform the applicant of the approval or denial of equivalency.
13. The decision of the District Equivalency Committee is final.
14. The Chair of the District Equivalency Committee is responsible to maintain confidential records of the deliberations of the District Equivalency Committee and all proceedings relative to the process.

E. Per Education Code 87359, if an applicant is hired where minimum qualifications were met through the equivalency process:

1. The chair forwards the approved REQUEST FOR MINIMUM QUALIFICATIONS / EQUIVALENCY DETERMINATION to the Office of Human Resources.
2. The Office of Human Resources will place the new employee's name on the Personnel Consent Agenda for Board approval with a statement stating "the employee has met minimum qualifications through the equivalency process".
3. Once approved by the Board of Trustees, a copy of the approved equivalency will be placed in the employees personnel file.

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

*Revised: 3/18/04; 12/2/04; 5/12/05; 11/16/06; 4/12/18;11/8/18; 1/9/20*