

**CHAPTER 3: Certificated Personnel  
ADMINISTRATIVE Procedure NO. 3.05.1(AP 7211)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** 3.05.1 - Minimum Qualifications, Faculty Service Areas and Equivalency to Minimum Qualifications

**Revision Date:** April 15, 2017

**References:** Ed Code 87355, 87356, 87357, 87358, 87359(b), 87659, 87743.1 - 87743.5

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**Procedures for verifying faculty qualifications, equivalency process and process for being placed in additional faculty service areas (FSAs):**

**I. Faculty Minimum Qualifications:**

All applicants for part-time and full-time faculty positions must meet the Minimum Qualifications for the discipline exactly as stated, or request equivalency. It is the applicant's responsibility to apply for equivalency as stated in section III of this procedure.

**II. Establishing additional FSAs:**

1. Faculty wishing to establish an additional Faculty Service Area (FSA) must meet the Minimum Qualifications for the discipline exactly as stated in the statewide Minimum Qualifications List (Disciplines list), or request equivalency.
2. If the faculty member meets the Minimum Qualifications exactly as stated in the statewide Minimum Qualifications List (Disciplines list), application materials for an additional FSA may be submitted to the appropriate Vice President for consideration of assignment to an additional FSA.
3. If the faculty member does not meet the Minimum Qualifications exactly as stated in the statewide Minimum Qualifications list (Disciplines list), it is the faculty's responsibility to apply for equivalency as stated in Section III of this procedure.

**III. Process for establishing equivalency:**

1. The individual applying for equivalency must provide conclusive evidence to support his/her request (official transcripts, credentials, licenses, certificates, employer attestations, publications, etc.), to support the equivalency request.
2. All equivalency requests are reviewed by The Faculty Qualifications Committee.
  - a) The Faculty Qualifications Committee shall consist of three faculty discipline experts representing the three colleges in the district. In addition, a dean from the relevant discipline from a campus other than the applicant's home campus will serve as a non-voting member to oversee the process. If there are cases where there are no faculty that possess the Minimum Qualifications, the Academic Senate President shall consult with the college making the request

NEW Proc 3.05.1 (OLD 3.15.2)

and either seek additional member(s) from one of the other colleges, or outside faculty discipline experts from another Community College District.

- b) The Faculty Qualifications Committee evaluates Minimum Qualifications of individuals based on the Minimum Qualifications for Faculty and Administrators in California Community Colleges. This equivalency process is intended neither to raise nor to lower standards from the Minimum Qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications. If a unanimous decision cannot be reached, the equivalency is not granted. Where San Mateo County Community College District standards are higher than the state Minimum Qualifications, those local qualifications shall prevail. Faculty Qualifications Committee meetings shall be closed and confidential.

3. The procedure for reviewing equivalency requests from faculty applicants is as follows:

- a) The chair of the faculty selection committee will forward to the Faculty Qualifications Committee any equivalency applications for candidates that the committee wishes to include in the hiring process.
- b) The equivalency to minimum qualifications process should take place in a timely manner, with a decision from the FQC no later than two weeks from the submission date of the equivalency application.
- c) The Equivalency to Minimum Qualifications application form is attached to this procedure and is included in the online application for employment.
- d) The written decision of the Faculty Qualifications Committee will be forwarded to the Chair of the selection committee.
- e) If equivalency is granted, the selection committee may include the applicant in the hiring process. The selection committee may only interview candidates who meet the minimum qualifications, or who have been determined equivalent by the FQC.
- f) If a candidate with equivalency is recommended for a part time position, the equivalency decision shall be forwarded to Human Resources and placed in the employee's personnel file. For full time positions, the equivalency decision shall be forwarded to the Board of Trustees. A copy of the Board action will be placed in the employee's personnel file.

4. The procedure for reviewing equivalency requests for additional FSAs is as follows:

- a) The Faculty requesting equivalence for the purpose of an additional FSA will submit the application to the Academic Senate, to be reviewed by the Faculty Qualifications Committee.
- b) The Academic Senate will convene a Faculty Qualifications Committee annually, no later than November 15th of each year, to review equivalency requests from current faculty applying for additional FSAs.
- c) The Equivalency to Minimum Qualifications application form is attached to this procedure and is included in the online application for employment.
- d) The written decision of the Faculty Qualifications Committee will be forwarded to the faculty, with a copy to the appropriate Vice President.
- e) If the equivalency is granted, the Vice President will complete the process of assigning the additional FSA.

## NEW Proc 3.05.1 (OLD 3.15.2)

### 5. Appeal Process:

If an applicant for equivalency disagrees with the decision, the applicant may appeal, by submitting new written documentation or clarification, to the Academic Senate president. This appeal must be submitted within ten working days after the applicant has received notification of the committee's decision. The appeal must include a written statement and evidence explaining new material to the Faculty Qualifications committee. The committee will deliberate again and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted. The Academic Senate president will provide a written response to the applicant and the appeal process ends.

**San Mateo County Community College District**  
**APPLICATION FOR EQUIVALENCE TO MINIMUM QUALIFICATIONS FOR**  
**ACADEMIC POSITIONS ONLY**

**PART I:**

*Completed by the applicant or current employee (Please type or print)*

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone/Ext.:** \_\_\_\_\_

**Division/Dept:** \_\_\_\_\_

**Current teaching discipline or non-instructional academic service:**  
\_\_\_\_\_

**At (select one):**  **Cañada College**  **College of San Mateo**  **Skyline College**

**Application for Equivalence to Minimum Qualifications for the Discipline**

I am attaching supporting materials, such as official transcripts, credentials, licenses, certificates, employer attestations, publications, etc., which validate the following assertion(s): (mark one)

**Degree Equivalence**

The employee or applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List, but the degree either has a different title or area of expertise or the coursework is slightly different.

**Academic Background Equivalence**

Related to disciplines in which a Master's degree is not generally expected or available. The employee or applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

1. A broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
2. A detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

**Professional Achievement Equivalence**

The employee or applicant must have completed the General Education requirements for that degree; and show outstanding professional achievement or substantial training in the requested field and must submit substantial evidence which demonstrates that his/her preparation, experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

I understand that administrative and Academic Senate representatives, as well as the appropriate college Vice President, pursuant to current District procedures will review this Application for Equivalence. I understand that their recommendation will be forwarded to the College President for review, and if approved, will be forwarded to the Office of Human Resources for approval by the Board of Trustees.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

**PART II:**

Completed by the Faculty Qualification Committee, Chair and forwarded to the College Academic Senate President and College Vice President, accompanied by supporting documents.

**Faculty Qualification Committee Members:**

1. Faculty Chair: \_\_\_\_\_ College: \_\_\_\_\_  
*(local Academic Senate President, or designee)*

2. Faculty: \_\_\_\_\_ College: \_\_\_\_\_

3. Faculty: \_\_\_\_\_ College: \_\_\_\_\_

4. Dean\*: \_\_\_\_\_ College: \_\_\_\_\_  
*\*Non Voting Member*

**Equivalency to Minimum Qualifications for the discipline of:** \_\_\_\_\_

Vote Count: (Faculty Qualification Committee Members ONLY, does not include the Dean)

\_\_\_\_\_ **Recommended**                      \_\_\_\_\_ **Not Recommended**

**If denied, rationale is as follows: (Attach additional sheets if needed):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Signature acknowledges process has been followed*

**Signatures: Faculty Qualifications Committee**

\_\_\_\_\_  
Faculty Chair, College \_\_\_\_\_ Date

\_\_\_\_\_  
Faculty, College \_\_\_\_\_ Date

\_\_\_\_\_  
Faculty, College \_\_\_\_\_ Date

\_\_\_\_\_  
Dean, College \_\_\_\_\_ Date



**PART IV:**

*Completed by College President and forwarded to the Office of Human Resources, accompanied by supporting documents.*

**Equivalence to minimum qualifications for the above – listed discipline(s)**

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Not Approved**

**If denied, rationale is as follows: (Attach additional sheets if needed):**

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*Signature acknowledges process has been followed*

Signature:

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College President, College

Date

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Board Approval Date

Board Report # (completed by Human Resources)

C:     Vice President for Instruction or Vice President for Student Services  
       Academic Senate President