

YOSEMITE COMMUNITY COLLEGE DISTRICT

**DETERMINATION OF EQUIVALENCY FOR DISCIPLINES IN WHICH
A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT REQUIRES A
SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE**

To: Send Equivalency Application and Documentation to Academic Senate
From: YCCD Minimum Qualifications and Equivalency Committee, and MJC Academic Senate

Name of Equivalency Applicant: _____ MJC CC

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 <i>(Not applicable to Columbia College)</i> 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.	
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
SIGNATURE OF ACADEMIC SENATE PRESIDENTS REQUIRED	
YCCD Minimum Qualifications and Equivalency Committee <i>(required for Columbia College and Modesto Junior College)</i> 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.	
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
_____ Print Name, Discipline	_____ Signature, Date <p align="right">APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></p>
SIGNATURE OF ACADEMIC SENATE PRESIDENTS 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
- Student Services OR Instruction Office
- Immediate Administrator
- MJC Academic Senate Office
- Columbia Academic Senate Office
- Applicant
- Sent _____

FOR APPLICANTS IN DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT WHICH REQUIRES A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE:

This category applies largely to noncredit education. It is strongly suggested that you look up your discipline in the Disciplines List.

1. Review the "Minimum Qualifications" section of the job posting, which should match those listed in the LATEST edition of the Chancellor's Office "Minimum Qualifications for Faculty and Administrators in California Community Colleges" handbook (known as the **Disciplines List**).
2. If you do not directly meet minimum qualifications, you must request equivalency. "Directly" means that your title or degree exactly matches that in the Disciplines List. If it does not, you must apply for 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. **PLEASE NOTE: Only formal education from accredited institutions shall be considered the equivalent of a discipline that requires a bachelor's or associate degree.**
6. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
7. Professional experience required **MUST** be directly related to the faculty member's teaching assignment.
8. Follow the instructions below to submit your application. **Incomplete applications will NOT be considered.**

INSTRUCTIONS

- I. Attach a narrative to your application that supports your request for equivalency **BASED ON ONE SPECIFIC SECTION BELOW**. By including this cover letter to your application, you attest 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 that shows the applicant's broad command of the major subjects in their field or discipline, his or her general education, his or her writing skill, and other work products or publications that show the applicant's command of the major or occupation in question.
- III. If the applicant possesses a foreign degree, s/he 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 BACHELOR'S DEGREE IS ALWAYS REQUIRED: To be considered for equivalency in a discipline in which the applicant holds at least a **bachelor's degree not specifically listed** for that discipline under the Chancellor's Minimum Qualifications handbook, but the candidate has at least 30 semester-units of discipline related coursework to the specifically named degree for which equivalency is being sought, **AND** possesses **TWO YEARS** of professional experience in a field reasonably related to the discipline for which the applicant is applying, **AND** has other specifications noted in the Disciplines List if applicable, the candidate MUST provide the following documentation:

- a) Table listing institution(s), discipline-related upper division-level course number, title, description, and number of semester units. **Please note:** 30 semester-units is a minimum for consideration of equivalency.
- b) All transcripts and supporting documentation (reference letters, certificates, licensures, any specifications noted in the Disciplines List, etc.)

SECTION 2: A BACHELOR'S DEGREE MAY NOT BE THE ONLY QUALIFICATION (e.g., Associate Degree, Certificate of Training, etc.): To be considered for equivalency in a discipline in which the applicant holds **AT LEAST** an **associate degree not specifically listed** for that discipline under the Chancellor's Minimum Qualifications handbook, but the candidate has at least 15 semester-units of discipline related coursework to the specifically named degree for which equivalency is being sought, **AND** possesses **SIX YEARS** of professional or occupational experience in a field reasonably related to the discipline for which the applicant is applying, **AND** has other specifications noted in the Disciplines List if applicable, the candidate MUST provide the following documentation

- a) Table listing institution, discipline-related course numbers, titles, description, and number of semester units. **Please note:** 15 semester-units is a minimum for consideration of equivalency.
- b) All transcripts and supporting documentation (reference letters, certificates, licensures, any specifications noted in the Disciplines List, etc.)