YOSEMITE COMMUNITY COLLEGE DISTRICT

DETERMINATION OF EQUIVALENCY
DISCIPLINES IN WHICH A MASTER’S DEGREE IS NOT GENERALLY AVAILABLE

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 (Not applicable to Columbia College)
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
APPROVED ☐ DENIED ☐

Print Name, Discipline
Signature, Date
APPROVED ☐ DENIED ☐

Print Name, Discipline
Signature, Date
APPROVED ☐ DENIED ☐

YCCD Minimum Qualifications and Equivalency Committee (required for Columbia College and Modesto Junior College)
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
APPROVED ☐ DENIED ☐

Print Name, Discipline
Signature, Date
APPROVED ☐ DENIED ☐

Print Name, Discipline
Signature, Date
APPROVED ☐ DENIED ☐

Print Name, Discipline
Signature, Date
APPROVED ☐ DENIED ☐

SIGNATURE OF BOTH 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 __________________________

Revised 11/17/15
FOR APPLICANTS IN DISCIPLINES IN WHICH A MASTER’S DEGREE IS NOT GENERALLY AVAILABLE:

1. Review the “Minimum Qualifications” section of the job posting, which should match those listed in the Chancellor’s Office 2014 edition of the “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, just 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. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
6. Professional experience required MUST be directly related to the faculty member’s teaching assignment.
7. 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 (1, 2, or 3). By including this cover letter to your application, you attest to the best of your knowledge 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; publications that show the applicant’s command of the major questions in their field or discipline, his or her general education, or his or her writing skill, and other work products that show the applicant’s command of the major or occupation in question.

III. If the applicant possesses a foreign degree, they 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: If an applicant holds a related bachelor’s degree from an accredited institution not specifically listed for that discipline under the Chancellor’s Minimum Qualifications handbook, but is a comparable degree with a different title from the candidate’s accredited granting institution, AND possesses TWO YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, AND has appropriate certification to practice or licensure or its equivalent, the candidate MUST provide the following documentation:
   a) Table comparing (1) coursework from any accredited institution awarding a degree title on the minimum qualifications list, and (2) coursework from the candidate’s accredited granting institution awarding a comparable degree with a different title.
   b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)

SECTION 2: If applicant holds a bachelor’s degree from an accredited institution in another field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related upper division coursework that would typically be required in a bachelor’s degree for which equivalency is being requested, AND possesses TWO YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, AND possesses appropriate certification to practice or licensure or its equivalent, 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 (must total at least 24 semester units.)
   b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)

SECTION 3: If the applicant holds an associate degree from an accredited institution not specifically listed for that discipline under the Chancellor’s Minimum Qualifications handbook, but the candidate has at least 15 semester units (3 quarter units = 2 semester units) of discipline coursework reasonably related to the requested assignment, AND possesses SIX YEARS of professional experience in a field reasonably related to the discipline for which the applicant is applying, AND possesses appropriate certification to practice or licensure or its equivalent, the candidate MUST provide the following documentation:
   a) Table listing institution, discipline-related course numbers, titles, description, and number of semester units (must total 15 units.)
   b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)