

Yosemite Community College District FACULTY HIRING PROCEDURES

I. Philosophy

The faculty hiring process shall provide for a college faculty of highly qualified people who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population and who meet the minimum qualifications established by the California Community College Chancellor's Office (CCCCO)¹. They shall enhance overall college effectiveness, and be knowledgeable of, and themselves represent the diversity of the district's adult population.

California Education Code 87360(b) requires that "hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board." YCCD Board Policy 7120, *Recruitment and Hiring* further states that the "criteria and procedures for hiring academic employees shall be established in accordance with Board Policies and Administrative procedures regarding the Academic Senate's role in local decision making, and in accordance with all contractual agreements." Consequently, in the Yosemite Community College District, these hiring procedures and guidelines, originally created in 1991, and all subsequent revisions, were developed through the cooperative effort of the faculty and the administration, and formally adopted by the Yosemite Community College Board of Trustees. YCCD Board Policy 7-8047 *Staffing Academic Positions* states that, "The procedure for recommending non-management academic personnel to the Board of Trustees for official appointment will include faculty participation as contained in Administrative Procedure 4101, *Contract Faculty Hiring Procedures*."

The faculty derives its authority from statute, YCCD Board Policy, from their expertise as teachers and subject matter specialists, and their status as professionals. The Board of Trustees derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public.

The collective responsibilities of the faculty and the appointed administration of the Board of Trustees include identifying positions; following the goals of equal employment opportunity and staff diversity; reviewing and formulating job descriptions; advertising positions; screening, interviewing, selection, and assisting in the support and evaluation of the successful candidate.

All procedures relative to faculty hiring shall be characterized by strict confidentiality, will conform to federal and state statutes and will further the goals of equal employment opportunity and staff diversity.

II. Adjunct Faculty Hiring Procedure

Pursuant to the Faculty Contract the following hiring procedures apply to an adjunct faculty assignment that exceeds nine (9) weeks in duration.²

- A. The instructional units/subject areas will determine what additional positions are needed for the adjunct faculty in the next academic term. Search procedures shall include widespread local announcements.
- B. The selection committees shall consist of at least two full-time faculty members selected by the division/subject areas, and an appropriate administrator. The selection committee shall review all applications and shall select those applicants for an interview who best meet the

¹ "Minimum Qualifications for Faculty and Administrators in California Community Colleges."

² YFA Faculty Contract, Article 7: "Adjunct Faculty Assignment and Evaluation"

desired qualifications, including educational preparation, study, and work experience. The selection committee will recommend a pool of candidates to the appropriate administrator. Hiring of adjunct faculty will be done from the pool.

- C. A roster of qualified adjunct faculty who have previously indicated an interest in continuing part-time employment with the District shall be developed. This roster will contain information on each adjunct faculty member, including date of hire (first date of hire when available), college work site, and academic discipline. This list will be updated annually by the Human Resources office in regard to availability of an individual instructor and the information mentioned herein.

III. Equal Employment/Staff Diversity

We are strongly committed to achieving staff diversity through equal employment opportunity. It is recognized that achieving staff diversity is a shared responsibility and requires the involvement of the appointed administration of the Board of Trustees and faculty in promoting the goals of equal employment and diversity.

YCCD has adopted an Equal Employment Opportunity (EEO) Recruitment and Hiring policy and an Equal Employment Opportunity Plan in accordance with state and federal guidelines. Consistent with our Equal Employment Opportunity Recruitment and Hiring policy:

- A. Tenure track vacancies shall be advertised broadly through profession specific publications in addition to the District's website and the California Community College (CCC) Registry.
- B. Participants in the screening committee and selection process shall receive annual training on faculty selection procedures with a special emphasis on EEO and diversity policy and goals.
- C. Screening committees shall be informed of federal, state and District guidelines on EEO and staff diversity and the Vice Chancellor, Human Resources, shall monitor application of EEO procedures including prior review/approval of:

- Job descriptions/vacancy notices
- Composition of screening committees
- Rating criteria
- Interview questions
- Committee documentation
- Diversity of the applicant pool

- D. The selection process shall be based solely upon job-related criteria and a fair impartial examination of the candidates.

IV. Job Descriptions

Consistent with the comprehensive planning process, subject area needs shall be reviewed by the discipline administrator and faculty to determine strengths, weaknesses, Equal Employment Opportunity (EEO) goals, and the need for additional full-time faculty.

The Division dean, and the applicable discipline faculty, will develop the faculty job description and desirable qualifications. In special cases faculty and/or administrators from other campuses of the district or faculty/administrators from other colleges/universities, or outside agencies may be part of this process. The Human Resources office will review the final draft for approval.

Approval of open positions and initiation of the hiring process shall occur early in the academic year to allow for all procedures to be undertaken in a thorough and thoughtful manner, ensuring that the hiring process is completed during the academic year, whenever possible, and well in advance of employment. The length of the advertising period shall be a minimum of 30 days. The preferred recruitment period will be sixty (60) days to allow for adequate distribution and response and to help obtain larger and more balanced pools of applicants.

V. Hiring Criteria: Minimum and Desirable Qualifications

The minimum qualifications shall be the academic qualifications adopted by the Board of Governors of the California Community Colleges.³ Additional minimum qualifications will include a candidate's knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students. Further, a candidate should possess the ability to contribute to the diverse cultural and ethnic experience of community college students.

Desirable qualifications may include:

- A. Preparations that provide the basis for better teaching or other service narrower in scope from a discipline.
- B. Measures of pedagogical skill such as evaluations of prior experience, education in pedagogy, or demonstrations of effectiveness as a teacher, counselor, librarian, or other faculty member.

Whenever the Vice Chancellor, Human Resources and/or the EEO Officer feels that a position's desirable qualifications are questionable, a discussion shall occur with the screening committee chair to resolve the issue in consultation with the Academic Senate's Minimum Qualifications and Equivalency Committee.

VI. Equivalency Policy and Procedures for All Faculty See APPENDIX

VII. Search Procedures (Full Time Faculty)

The decision to proceed with staffing of tenure track faculty positions shall allow hiring procedures to take place in a thorough and timely manner. Search procedures will be a cooperative effort between the screening committee, the Vice President of Instruction or Vice President of Student Services (as appropriate), and the District Human Resources Office.

- Announcement of positions will be prepared by the Human Resources office in consultation with the Dean/Committee Chair and discipline faculty.
- The screening committee and the Human Resources/EEO Compliance Officer will assist in meeting EEO guidelines.
- The Human Resources Office will broadly advertise positions to attract a diverse pool of qualified applicants. The Dean/Committee Chair will consult with the Human Resources Office throughout each phase of the recruitment process. If applicable, the committee should notify the Human Resources Office of specific publications, agencies, institutions or individuals who should be sent job announcements, in addition to HR's standard advertising sources.

³ See the latest version of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" published around every two years by the California Community Colleges Chancellor's Office.

- Position openings will be advertised for a minimum of 30 days to allow adequate distribution of vacancy notices. The preferred recruitment period for faculty vacancies will be 60 days.

VIII. Screening Committees (Full Time Faculty)

A. Membership

The screening committee shall consist of at least four faculty members, tenured when feasible, appointed by the Academic Senate⁴ in consultation with the faculty of the discipline or subject area. A rationale must be provided to the Academic Senate for the recommendation of a non-tenured faculty member for screening committee membership. The area administrator, or other appointee as determined by the Vice Presidents of Instruction or Student Services (as appropriate), shall serve as the screening committee chair. The discipline or department (as appropriate) shall select a minimum of two members, if available. The Division or Area shall select one member who is outside the discipline or department (as appropriate). In consultation with the screening committee, the committee chair and the Vice President of Instruction or Student Services (as appropriate) may select one additional member from the college or the community.

Favoritism, Nepotism, and Cronyism: As Defined by YCCD BP 7310, Family members” of candidates shall not serve in a screening committee. In addition, if a close friend, business partner and/or professional, political, or commercial relationship that would lead to preferential treatment or compromise appearance of fairness is part of the applicant pool, then the screening committee member should disclose the nature of their relationship with the applicant to Human Resources and/or remove themselves from the screening committee. Human Resources, in collegial consultation with Academic Senate and the co-chair of the screening committee (or administrative designee if co-chair is committee member under question), will determine if the relationship between the candidate and the screening committee member is likely to adversely impact the screening committee member’s ability and fitness to accomplish his/her duties.

Each year, participants in the screening and selection process must have received training before the first meeting on faculty selection procedures with a special emphasis on EEO policy and goals. The screening committee chair shall arrange the initial meeting of the committee.

In the rare event that one or more faculty committee members are unable to continue participation in the hiring process, alternate faculty member(s) can be designated by the Academic Senate President to sit on the screening committee. Substitutions must occur prior to any interviews as the composition of the screening committee must be the same for all interviews. The screening committee chair will notify Human Resources of the change in the screening committee.

B. Training/Orientation of Screening Committees

Pursuant to the District’s current EEO Plan, Human Resources will provide annual training to specifically address the subject matter referenced in Article II. Sections B. & C. of the Contract Faculty Hiring Procedures (District Policy 7120), other articles therein and additional topics deemed appropriate.

⁴ Title 5 Section 53203(f) – “The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate.”

C. Requirements, Duties, and Responsibilities of Screening Committee Members

1. EEO/Diversity training is required to serve on a screening committee and is good for one-year.
2. Review job description and minimum and desirable qualifications. Minimum qualifications are mandated, and can be found in the latest version of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges."
3. Based on the job description:
 - a. Develop rating instruments such as application/interview score sheets to be used for documenting the paper screening and interview process.
 - b. Develop interview questions.
4. Immediately following the closure open recruitment period:
 - a. Independently review read and score applications. No candidate shall receive an interview unless the minimum qualifications or the equivalent of the minimum of the qualifications as specified in the current Chancellor's Office Minimum Qualifications are met. If any screening committee has chosen candidates for interview who do not meet these minimum qualifications and are requesting that equivalencies are granted, the Academic Senate Equivalency Committee shall evaluate these applicants' claims of equivalency according to the procedures described in the Appendix.
 - b. As a group, tabulate scores and select pool of qualified applicants to move forward to interview phase of the recruitment process.
5. Prior to the scheduling of interviews, the screening committee chair forwards individual and composite scores to Human Resources, for review and approval.
6. The screening committee chair shall be responsible for all direct communication with semi-final and final candidates.
7. The screening committee chair may send finalists invited for an interview a package of materials and information relating to the college and the community.
8. The interview process shall be reasonable, humane and thorough, and shall include:
 - a. Formal interview
 - b. Practical demonstration of job-related competencies

At the discretion of the screening committee, a tour of campus and/or discipline area may be conducted.

9. Selection of finalists:
 - a. Appropriate reference checks will be conducted by the screening committee chair according to guidelines set by the Human Resources Department and covered in the required-training.
 - b. Discuss and select acceptable finalists. Under normal circumstances, a minimum of three acceptable finalists shall be submitted to the President, or designee. More than

three acceptable finalists may be submitted. The President or designee will interview all finalists.

- c. If the screening committee is unable to identify three acceptable finalists, the committee chair shall provide a written rationale to the President. Copies shall be sent to the Vice President of Instruction or Vice President of Student Services (as appropriate) and Vice Chancellor, Human Resources. At the request of any of the aforementioned parties, discussion shall ensue.
- d. The screening committee may indicate candidate preference ranking and it is expected that the committee recommendation regarding the hiring of faculty will be accepted, unless there is a compelling reason not to do so. However, the President retains responsibility for recommending the appointment of the finalist who, in his/her judgment, best meets the educational needs of the college.
- e. In the event of disagreement between the President and the screening committee, the President will consult collegially with the committee and attempt to reach consensus. Absent timely consensus, the President is authorized to proceed with his/her recommendation to the Chancellor.

10. In the event no acceptable finalist can be selected, the position shall be reopened.

IX. Notification of Candidates/Offer of Employment (Full Time Faculty)

After consultation with the Vice President of Instruction or Vice President of Student Services (as appropriate) and with the approval of the President, the chair of the screening committee may notify the successful finalist by telephone and indicate that his/her name has been submitted to the District chancellor as the recommended appointee for the position and that this recommendation is subject to approval by the Chancellor and the Board of Trustees prior to an official offer of employment. The chair of the screening committee will then inform the President of the outcome of this discussion.

In the event the finalist expresses a willingness to accept the position and upon the approval of the Chancellor, he/she shall be immediately notified via telephone by the Vice Chancellor, Human Resources, and offered employment with the District. Upon Board of Trustees approval, a written offer shall then be mailed to the finalist for acceptance.

The Chancellor and Vice Chancellor, Human Resources, are the only persons authorized by the Board of Trustees to make an official offer of employment.

In the event that the finalist declines the position if offered, another recommended finalist may be notified if deemed appropriate by the President.

All candidates not selected for interview will be notified by the chair of screening committee within ten (10) working days following HR's receipt of application score sheets. The candidates interviewed by the screening committee but not selected for submission to the President will be notified within ten (10) working days by the chair of the screening committee.

APPENDIX

It is the policy of Yosemite Community College District that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people: (a) who are expert in their subject areas; (b) who are skilled in teaching and serving the needs of a varied student population; (c) who can foster overall college effectiveness; and (d) who are sensitive to the racial, ethnic, geographical, and cultural diversity of the population of the state of California.

The governing board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process, including action on the equivalency as part of its subsequent hiring action. The faculty, represented by the respective Academic Senate of Modesto Junior College and Columbia College, has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process, which ensure the quality of faculty peers.

One part of the process needed to fulfill these responsibilities is a procedure for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Disciplines List as minimum qualifications, nevertheless does possess qualifications that are at least equivalent.

The procedure will require that the decision to grant equivalency be the responsibility of discipline faculty working through the Minimum Qualifications and Equivalency Committee created by the Academic Senate. The Academic Senate and college administration will be responsible for establishing and monitoring the process to assure its fairness, efficiency, and consistent adherence to standards.

Qualifications

The equivalency process provides a specific and comprehensive way to determine if a candidate meets the requirements to be granted equivalency. Candidates who have completed all the appropriate course work for a particular degree but do not possess the specific degree named on the Disciplines List may possess equivalent qualification. An applicant who claims equivalent qualifications will have to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, an applicant making the claim must provide conclusive evidence in regard to the following:

FOR APPLICANTS IN DISCIPLINES REQUIRING A MASTER'S DEGREE

1. The applicant should 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 an applicant does not directly meet minimum qualifications, they must request equivalency. "Directly" means that the title or degree of the applicant exactly matches that in the Disciplines List. If it does not, the applicant 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. Only formal education shall be considered the equivalent of a discipline that requires a master's degree. If the applicant has previously taught in the discipline for which you are seeking equivalency that experience DOES NOT COUNT towards equivalency.
6. The Yosemite Community College District Minimum Qualifications and Equivalency process does not grant equivalency through Eminence in disciplines requiring a master's degree.
7. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
8. Applicants who are completing a master's degree, including those in the last semester of their master's degree program, ARE NOT eligible for equivalency review, except through the process provided in Section 2.
9. **Incomplete applications will NOT be considered.**

PROCEDURE

- I. The applicant must attach a narrative to the official application that supports the request for equivalency **BASED ON ONE SPECIFIC SECTION BELOW** (1, 2, or 3). By including this narrative to your application, you attest that the statements contained therein are complete, true, and correct.
 - a. **Formatting:** 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
 - iv. The number of the section below under which you are requesting equivalency (for example: Section 2).
- II. The applicant must provide copies of all transcripts and supporting documentation.
- 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 applicant holds a related **Master's degree that is 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 granting institution; **OR** candidate holds a Master's degree that is on the Minimum Qualifications list, but the title of candidate's **bachelor's degree is not the exact title** of the degree of the Minimum Qualifications list, but is the comparable degree with a different title from the candidate's granting institution, 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.

SECTION 2: If applicant holds a **Master's degree in another field**, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level course work that would typically be required in a master's degree for which equivalency is being requested, the candidate **MUST** provide the following documentation:

- a. Table listing institution(s), discipline-related graduate-level course number, title, description, and number of semester units (must total at least 24 semester units.)

SECTION 3: If applicant holds a master's degree that is on the Minimum Qualifications list, but **the candidate lacks the required bachelor's degree** identified on the Minimum Qualifications list, the candidate must have at least 30 semester units of discipline-related upper division coursework that would typically be required for a bachelor's degree for which equivalency is being requested, then the candidate **MUST** provide the following documentation:

- a. Table listing institution, discipline-related upper division course numbers, titles, description, and number of semester units (3 quarters = 2 semester).

**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 the applicant look up their discipline minimum qualifications in the Disciplines List.*

1. The applicant should 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 the applicant does not directly meet minimum qualifications, they must request equivalency. "Directly" means that the title or degree of the applicant 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. 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. **Incomplete applications will NOT be considered.**

PROCEDURE

- I. The applicant must attach a narrative to the official application that supports the 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, the applicant 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. Fifteen 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.)

**FOR APPLICANTS IN DISCIPLINES IN WHICH A MASTER'S
DEGREE IS NOT GENERALLY AVAILABLE**

1. The applicant should review the "Minimum Qualifications" section of the job posting, which should match those listed in the latest Chancellor's edition of the "Minimum Qualifications

for Faculty and Administrators in California Community Colleges” handbook (known as the **Disciplines List**).

2. If the applicant does not directly meet minimum qualifications, they must request equivalency. “Directly” means that the applicant’s title or degree exactly matches that in the Disciplines List. If it does not, the applicant 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.**

PROCEDURE

- I. The applicant must attach a narrative to the official application form that supports the 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, the applicant 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.)

Academic Senate Equivalency Committee Responsibility

The Academic Senate Minimum Qualifications and Equivalency Committee shall review the documentation of evidence and the signed *Determination of Faculty Equivalency* form. The equivalency committee's oversight of this information is to determine if the candidates seeking equivalency warrant an interview.

No candidate shall receive an interview unless the minimum qualifications or the equivalent of the minimum qualifications as specified in the current Chancellor's Office Minimum Qualifications are met. If any screening committee has chosen candidates for interview who do not meet these minimum qualifications and are requesting that equivalencies are granted, then the Academic Senate Equivalency Committee shall evaluate these applicants' claims of equivalency according to the procedures described below.

The application and supporting materials for any candidate who does not meet the minimum qualifications or equivalency shall be forwarded to the equivalency committee of the academic senate for review prior to any candidate receiving an interview.

PROCEDURES

Due to the significant difference in size and scale between Columbia College and Modesto Junior College, the procedures for completing the equivalency process vary. Modesto has chosen to have a discipline-based equivalency pre-screening committee which will send its recommendations on to a permanent Academic Senate Minimum Qualifications and Equivalency Committee. Columbia College has chosen to create discipline focused Equivalency Committees, chaired by the Academic Senate President, as needed.

MODESTO JUNIOR COLLEGE

Discipline Prescreening Committee Procedures

At MJC, prescreening of applications shall be done in accordance with the district hiring policy as jointly developed and agreed upon by the academic senate and the governing board (See Education Code 87358). Prescreening minimum qualifications or pre-established equivalence will be done by the discipline prescreening committee; this committee shall consist of three full-time tenured faculty members within the discipline where equivalency is being sought. If there are not at least three full-time members of the discipline in question, the Academic Senate President may call on non-tenured, part-time faculty or faculty members from a related discipline to help in this task. If the discipline prescreening committee agrees that a candidate should be considered for equivalency, they will forward the *Determination of Faculty Equivalency* form—with their signatures—and the accompanying documentation of evidence regarding the candidate's equivalency to the Academic Senate President who will meet with the Senate Equivalency Committee. The discipline prescreening committee shall also send to the equivalency committee a separate statement for each criterion of equivalency claimed by the applicant.

Academic Senate Minimum Qualifications and Equivalency Committee Procedures

The responsibility of the academic senate's Minimum Qualifications and Equivalency committee is to ensure that screening committees all follow the same process for determining equivalency. The academic senate equivalency committee shall consist of three members appointed by the Academic Senate President with each member selected for a term of at least one year. The committee shall meet within five working days of receiving materials from the discipline prescreening committee to review that work.

The equivalency committee will: (a) review the signed *Determination of Faculty Equivalency* forms; (b) review all relevant evidence used to support granting equivalency as outlined in this document; (c) seek clarification with the discipline prescreening committee regarding the evidence provided and the process used in forwarding each equivalency applicant's request; and (d) either agree or disagree with the discipline prescreening committee's recommendations.

All requests for equivalency that have been approved will require additional signatures from the equivalency committee members and the Academic Senate President. The completed *Determination of Faculty Equivalency* form will then be sent to the YCCD Human Resources department for further processing. The Human Resources department will make sure that copies of all approved faculty equivalencies (i.e., containing ALL signatures) will be forwarded to: (a) the instructor's personnel file; (b) either student services OR the instruction office, as appropriate to the hire; (c) the immediate supervisor; and (d) the applicable Academic Senate office.

All requests for equivalency that have been denied will have the opportunity to re-apply provided that areas of concern have been addressed. It is expected that this *Equivalency Policy and Procedures* document will be updated and revised to reflect a clearer discussion of any appeals process. Regardless, any equivalency candidate who does not have a completed *Determination of Faculty Equivalency* form—with all of the required signatures—shall not be hired by the board to teach at Yosemite Community College District.

COLUMBIA COLLEGE

The responsibility of the academic senate's equivalency committee is to ensure that screening committees all follow the same process for determining equivalency. The academic senate equivalency committee shall consist of three members including two members from the discipline where equivalency is being requested and the Academic Senate President, who will chair the committee. If there are not two available members from the discipline, the AS President will appoint a third person from an appropriate discipline. If the Academic Senate President is from the same discipline as that being requested in the equivalency, the third member of the committee will be appointed from a differing discipline. The committee shall meet within five working days of receiving materials from the administrative dean to review.

The equivalency committee will: (a) review all relevant evidence used to support granting equivalency; (b) seek clarification regarding the evidence provided and the process used in forwarding each equivalency applicant's request; and (c) either agree or disagree to approve the equivalency and sign the Final Determination of Equivalency Form. In the case of a disagreement, an equivalency decision will be based on the majority's (2 of 3) determination to approve to deny equivalency.

The completed *Determination of Faculty Equivalency* form will then be sent to the YCCD Human Resources department for further processing. The Human Resources department will make sure copies of all approved faculty equivalencies (i.e., containing ALL signatures) will be forwarded to: (a) the instructor's personnel file; (b) Student Learning Offices; (c) the immediate supervisor; and (d) the Academic Senate office. Any denied equivalency applications will be filed in the Student Learning Offices and the Academic Senate office.

All requests for equivalency that have been denied will have the opportunity to re-apply provided that areas of concern have been addressed. It is expected that this *Equivalency Policy and Procedures* document will be updated and revised to reflect a clearer discussion of any appeals process. Regardless, any equivalency candidate who does not have a completed *Determination of Faculty Equivalency* form—with all of the required signatures—shall not be hired by the board to teach at Yosemite Community College District.

FULL-TIME FACULTY SEEKING TO SERVE IN AN ADDITIONAL DISCIPLINE OR TO QUALIFY FOR ADDITIONAL FACULTY SERVICE AREAS

Faculty who are already employed under a contract may acquire new assignments or additional faculty service areas only if they meet the requirements specified in the Disciplines Lists, possess qualifications that are at least equivalent to those specified in the Disciplines Lists, or possess an appropriate credential. Those who believe that, although they lack both the specified qualifications or credential, they do possess the equivalent shall be subject to the process described above except that the process shall begin when a faculty member submits a request together with the information required of candidates for hire as indicated above. At MJC, a committee of discipline faculty, the same as that established for screening committees in the hiring policy, shall review that material and make a recommendation to the Academic Senate equivalency committee. At both MJC and CC, the Academic Senate Equivalency committee will make its recommendations to the governing board directly, since no interview or selection is involved.

REVIEW AND REVISION

This equivalency policy and its procedures are subject to review and revision at the request of either the academic senate of MJC or CC or the governing board. Changes in this policy require the

joint agreement of the academic senate and the governing board. Until there is joint agreement, this policy will remain in effect.

Adopted by MJC Academic Senate: December 1991

Revision Approved by MJC Academic Senate: January 18, 2018

Equivalency Policy and Procedure Approved by MJC Academic Senate: November 2017

Revision Approved by Columbia College Academic Senate: December 2017