

PALO VERDE COLLEGE
EQUIVALENCIES TO THE DISCIPLINES LIST
MINIMUM QUALIFICATIONS

for

REGULAR & ADJUNCT FACULTY

I. Introduction

1. AB 1725 provides for the hiring of faculty, instructional administrators, or student services administrators who do not meet the precise letter of the minimum qualifications, provided that "the Governing Board determines that he or she possesses qualifications that are at least equivalent" as required by law. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline and has been put into a hiring pool. Equivalency is not a promise of future employment. The criteria and process for reaching this judgment must be worked out between the Superintendent/President (Board designated representative) and the local Academic Senate and approved by the Board.
2. The purpose of the equivalency process is to make our hiring less bureaucratic, less rigid. Applicants who can provide conclusive evidence that they have education or experience comparable to that which is required by the minimum standards deserve careful consideration, even if their degrees have different names, or if they acquired their qualifications by a route other than the conventional one. If the equivalency process were not used at all, fully qualified candidates would not receive consideration.
3. On the other hand, the authority to determine equivalent qualifications does not include the authority to waive those standards and accept less qualified individuals. The fact that a particular candidate is the best the college can find does not affect the question of whether he or she possesses equivalent qualifications. The issue is not how badly an instructor is needed, but whether this person does have qualifications as good as those from individuals who do meet the letter of the minimum requirements.
4. This document includes a model Palo Verde College Equivalency Certificate that will be given to the individual who successfully provides evidence of an equivalency. Individual personnel records are kept by the personnel office and additionally, the Academic Senate will also keep a master file of copies of the Equivalency Certificates.

II. Criteria for Equivalence

1. If an individual wishes to be considered for a teaching or administrative position but does not meet the minimum qualifications of the Board of Governors adopted Disciplines List, he or she may take their case for meeting equivalency qualifications

to the College Equivalency Committee by demonstrating with official transcripts, publications, work products, and/or proof of previous employment that they have equivalent preparation to teach, or fulfill a particular academic role. Transcripts will be accepted by the P.V.C. personnel office only if they are officially stamped and sealed or mailed directly from the college records office of origin.

2. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following is a separate and distinct criterion:
 - a. The General Education required for that degree; and
 - b. The major required for that degree.
3. A candidate who does not provide conclusive evidence in regard to either (a) or (b) does not possess the equivalent of the degree in question.

III. Regular Standards

1. Minimum qualifications for disciplines in which the Master's Degree is generally available:
 - a. Master's in the discipline or alternatives adopted by the Board of Governors or equivalent as described below.
 - b. Valid California Community College Credential in the Field.
2. For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is generally available, the following criteria shall in most cases be understood by the college to meet the minimum standards.
 - a. Master's in related field, including 15 semester units of graduate or upper division course work within the field.
 - b. Bachelor's in field + 24 semester units of graduate or upper division course work in the field.
 - c. Bachelor's in field + 15 units of graduate or upper division course work within the field + one year full-time teaching or work experience in the field.
 - d. Bachelor's in field + 3 years full-time teaching or work experience in the field, + relevant professional certification, if appropriate.
 - e. Bachelor's in related field + 24 semester units of graduate or upper division course work in field + 3 years of full-time teaching or work experience in the field.

- f. Associate of Arts Degree in the field + 6 years of full-time teaching experience in the field + relevant professional certification in the field, such as (1) publications and/or (2) work products.
 - g. If an individual does not meet the equivalency provisions as stated above for a faculty position, but the Dean of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related), all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation then that person shall receive an equivalency.
3. Minimum qualifications for disciplines in which the Master's Degree is generally not available.
 - a. Bachelor's degree or better in any discipline + any certificate or license required to do that work + two years full-time work experience in the discipline, or equivalent.
 - b. Associate of Arts Degree in any discipline + any certificate or license required to do that work + six years full-time experience in the discipline or equivalent.
 - c. Valid California Community College Credential in the field.
 4. For those who wish to demonstrate an equivalent preparation in a discipline for which the Master's Degree is not generally available, and the individual does not meet the regular standards as stated above, but the Dean of Instruction or designate, the Academic Senate President or designate, and the faculty member in the discipline (or the discipline most closely related) all agree that the legal requirements regarding discrimination or conflict of interest have been observed and that the person has provided adequate proof of equivalent preparation, then that person shall receive an equivalency.

IV. Process for Determining Equivalent Qualifications

1. The candidate shall provide to the designated college personnel office all relevant and official copies of degrees, official transcripts, or written materials. If the candidate intends to make a case with publications or work products, this documentation will also be provided to the personnel office. The Equivalency Committee for evaluating a faculty candidate shall be comprised of the Dean of Instruction or designate, the Academic Senate President or designate, a faculty member appointed by the Academic Senate (a nonvoting member whose primary responsibility is to ensure that the equivalency procedure has been followed) and a faculty member most closely related to the discipline in question. For an administrator, the committee shall be composed of the CEO, the Dean of Instruction or designate, and the Academic Senate President or designate.

2. The personnel office shall supply to all candidates who request them, copies of the equivalency policy and a guideline paper outlining what is required by the college.
3. The following questions shall be used by candidates as guidelines to assist them in gathering pertinent documentation. This documentation shall constitute the factual data required in the Equivalencies Questionnaire.
 - a. In what discipline do you believe you have an equivalent?
 - b. Do you claim the equivalent of the major for that degree? If so, what courses have you completed to substantiate the equivalency?
 - c. Do you have the equivalent of the General Education requirements for the degree? What relevant courses have you completed? What other evidence can you provide that you have the equivalent of the General Education portion for the degree?
 - d. If you are using course work to establish the equivalency, please submit both an official transcript and copies of the appropriate pages from the college catalog.
 - e. If you are using publications or other work products, please submit them if possible.
 - f. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

V. Granting Equivalency

1. The Equivalency Committee shall make determinations on a case-by-case basis. Candidates shall be notified in writing within a reasonable time regarding their success in establishing an equivalency. Those who receive Equivalency Certificates shall then be included in a pool of prospective employees.
2. Candidates who become a part of a candidate pool shall receive a Palo Verde Certificate valid for three years. If employed, the successful candidates shall receive a Palo Verde College Equivalency Certificate valid for life. All deliberations and records shall remain confidential.

Academic Senate President

Superintendent/President

Date

Date

PALO VERDE COLLEGE

EQUIVALENCY QUESTIONNAIRE

Note: The applicant is encouraged to read the Palo Verde Equivalency Policy carefully before filling out this questionnaire. The equivalency application requests what constitutes a Credential for Instruction at Palo Verde College. The awarding of an equivalency in a given discipline is in accordance with the provisions of California Education Code 87357-87359 and is viewed with serious consideration. It should also be understood that the granting of equivalency does not promise or guarantee future employment. If you provide persuasive evidence that you possess the minimum qualifications for the equivalent preparation for teaching in the specified area, your name will be included in the list of qualified candidates for consideration when you apply for a full-time or part-time position. Please submit only typed applications.

CRITERIA FROM THE PALO VERDE COLLEGE EQUIVALENCY POLICY

Using the standards and criteria on pages 2 and 3 of the Palo Verde College Equivalency Policy, please demonstrate your equivalency preparation in the discipline for which you are applying and for which the (1) Master's Degree is generally available, or the discipline for which you are applying in which the (2) Bachelor's Degree is the standard for academic preparation. (List qualifications, course work, and any other qualifying documentation.)

OTHER CRITERIA TO DEMONSTRATE EQUIVALENCY

1. Degree and discipline for which you are requesting an equivalency?

2. If you claim the equivalency of the major for the degree, list the courses and provide official documentation.
3. List the courses and provide official documentation for the General Education equivalency for the degree.
4. What other evidence can you provide for the equivalency of the General Education portion of the degree?

ADDITIONAL GUIDELINES

1. If you are using courses to establish the equivalency, please submit both an official transcript (i.e. mailed directly from the college records office of origin to the Palo Verde College personnel office) and copies of the appropriate pages from the college catalog.
2. If you are using publications or other work products, please submit them if possible.
3. If you are using work products or other things which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

4. If you are using full-time teaching experience in the discipline area, please submit documentation (verification mailed directly from educational institution that employed you full-time) to the Palo Verde College Personnel Office.
5. If you are using full-time work experience in the field, please submit documentation (verification mailed directly from employer) to the Palo Verde College Personnel Office.