
Administrative Procedure
Chapter 7 – Human Resources

AP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

References:

Education Code Sections 87001, 87003, 87359, and 87743.2;
Title 5 Sections 53400 et seq.;
ACCJC Accreditation Standard 3

The Vice President Human Resources, in consultation with the Academic Senate shall administer these procedures.

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the governing board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.

- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Human Resources will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, the screening committee will send its decisions concerning equivalency and non-equivalency to the department head or chair of the screening committee to present to the academic senate Equivalency Committee before candidates are notified of interviews. Only applicants who are found to meet the minimum qualifications or test of equivalency shall be selected for interview. The Equivalency Committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

Equivalency Committee Membership

- A. Nine (9) voting faculty
 1. Four (4) from disciplines in which a master's degree is generally expected or available.
 2. Four (4) from disciplines in which a master's degree is not generally expected or available.
 3. One (1) representative from the Academic Senate who shall also serve as the Equivalency Committee chair.

- B. One nonvoting ex officio faculty representative from the discipline (the department head or his/her designee).
- C. Two (2) voting instructional administrators.
- D. The Vice President Human Resources or designee, shall serve as a nonvoting ex officio member.

Equivalency Committee Chair

The chair of an Equivalency Committee shall be appointed by the Academic Senate President for a two-year term, and may be appointed to consecutive terms

Quorum

The quorum for the Equivalency Committee shall be constituted of six (6) members, present and voting. The quorum shall contain at least two (2) members from disciplines in which a master's is generally expected or available, at least two (2) from disciplines in which a master's is not generally expected or available, and at least one (1) instructional administrator.

Committee Process

Each department must have an approved equivalency statement on file with the Equivalency Committee and the Human Resources Office. The Equivalency Committee will not act on any request for equivalency without having this statement on file with the Committee. A committee can establish an equivalency statement and then act on a request for equivalency within the same committee meeting.

A. Application

1. An application for equivalency is the responsibility of the applicant.
 - a. Applications must be submitted on the form provided by the Human Resources Office.
 - b. Supporting documents such as transcripts and verification must be attached to the completed application form.
 - c. All documentation must be submitted by the department head or designee to the Equivalency Committee prior to the meeting,
2. Screening Committee or applicant requests for determination(s) of equivalency shall be represented by the department head or designee of the discipline.
3. Resource people invited by the Equivalency Committee and the department head may be present during presentation of an applicant's request.
4. The department head or designee as an ex officio, nonvoting member of the Equivalency Committee must be notified of all proceedings having to

do with their applicant within a reasonable amount of time. The department head or designee is invited to attend all such proceedings.

B. Deliberations

1. For each applicant, only the department head or designee and resource people invited by the Equivalency Committee shall be present to apprise the Committee of the details of the application.
2. Only Committee members shall be present during Committee deliberations.
3. Only voting Committee members shall be present during balloting.
4. All Equivalency Committee decisions shall be made by the quorum defined above.
5. Results of the balloting shall be recorded by number and incorporated in Committee minutes.

C. Record of Decisions and Principles Used to Make Decisions

1. Within five (5) working days of the Committee meeting, all decisions will be submitted on the proper form to the appropriate Vice President, the Vice President, Human Resources, the department head, the applicant, and the Equivalency Committee members.
2. The Equivalency Committee shall establish and maintain by discipline a written, permanent record of the decisions made and the principles used in reaching these decisions.
 - a. This written record shall be cumulative, and the principles used and the decisions made previously shall serve as precedent for applications under current consideration.
 - b. Annually, this cumulative record shall be presented to the Academic Senate, the Vice President of Academic Affairs, Vice President Human Resources, and the Superintendent-President to be retained as a permanent record.

D. Appeals

1. Applicants who are not granted equivalency on initial application may request through the department head, or designee, further dialogue with a special Committee appointed by the Academic Senate. Applicants must provide a clear, written request why a second review of their application is appropriate.

The Academic Senate Equivalency Committee may employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening authority shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to the Equivalency Committee for review.
- The Equivalency Committee will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request an appeal to the Academic Senate President.
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).
 - To avoid work stoppage, when an approved equivalency statement is on file, the area department head, Equivalency Committee chair, and representative from Human Resources may screen the candidate's qualification for equivalency for ratification by the Equivalency Committee at the next meeting. Minor or incidental disagreement on equivalency by committee members will not prevent a ratification action.

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/experience:** 120 semester units AND two years of experience in the discipline; or 60 semester units AND six years of experience in the discipline. **NOTE:** All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the department head, the full-time faculty in that discipline (if applicable), supervising Dean and the Equivalency Committee Chair agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to

the Academic Senate Equivalency Committee chair as deemed "equivalent" for that discipline.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7120 Recruitment and Hiring; BP/AP 7210 Academic Employees; AP 7212 Temporary Faculty; and the collective bargaining agreement.

Approved: June 23, 1992

Revised: June 25, 2025

(Replaces former LBCC AR 3022)