

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-101
		FACULTY EQUIVALENCY PROCESS
ISSUE DATE: October 14, 2008	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: Legacy Personnel Guides: B 342 Faculty Equivalency Process	CHANGES:	

I. POLICY

It is the policy of the District to specify the criteria to be used in making an equivalency determination and to specify the procedure to be used whenever a current or prospective faculty member requests recognition of his or her qualifications to serve in a discipline on the basis of equivalency (LACCD Board Rule 10305). This equivalency process is separate and distinct from the employment process.

II. DEFINITIONS

- ***Candidate*** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- ***Equivalency*** is the process by which a faculty member requests recognition that his or her academic preparation (disciplines requiring master's degree), or work experience and coursework (disciplines not requiring a master's degree) in a particular discipline are at least equivalent to the relevant State Minimum Qualifications to serve as a faculty member in that discipline.
- ***Eminence*** is the process by which a current or prospective faculty member requests recognition that his or her outstanding accomplishment or state or national prominence in the discipline is beyond that which is usual for a typical expert in the discipline or field.
- ***Minimum Qualifications*** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as a faculty member in a particular discipline.
- ***Provisional Equivalency*** is a temporary authorization for an adjunct faculty candidate to teach in a discipline for one semester only while applying for regular equivalency.

III. REQUIREMENTS

- A. Equivalency for disciplines requiring a master's degree is based upon academic preparation, not experience. To be granted equivalency, the applicant must hold a relevant master's degree and have completed coursework that is the same as is required for a master's degree holder in the discipline.

Equivalency criteria for disciplines requiring the master's degree specify that the current or prospective faculty member must have one of the following:

1. A master's degree in any discipline plus a bachelor's degree in the discipline of the assignment, AND additional post baccalaureate coursework equivalent to a graduate major in the discipline of the assignment (30 units of upper division and/or graduate units, of which at least 15 units must be graduate);

OR

2. For the Arts only: A bachelor's degree in the discipline, plus either an advanced degree from an institution specific to the art, or four years of documented professional experience in the discipline;

OR

3. A bachelor's degree in the discipline, plus licensure by the governing state agency in the discipline.

- B. Equivalency for disciplines not requiring a master's degree is based upon work experience and coursework. The applicant must provide evidence of attaining the skills and knowledge provided by requisite experience or coursework.

Equivalency criteria for disciplines not requiring the masters' degree specify that the current prospective faculty member must have one of the following:

1. A bachelor's degree in any discipline, plus two years of professional experience in the discipline of the assignment or two years of full-time teaching experience in the discipline of the assignment at an accredited post-secondary institution, plus appropriate certification of practice or licensure by the governing state agency, if applicable. Teaching and other professional experience may be combined to the total required number of years. All experience must have taken place within the last ten years preceding the date of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

OR

2. An associate degree in any discipline, plus six years of professional experience in the discipline of the assignment or six years of full-time teaching experience in the discipline of the assignment at an accredited post-secondary institution, plus appropriate certification to practice or licensure by the governing state agency, if applicable. Professional teaching experience in the discipline field and other discipline-related work experience may be combined to total the required number of years.

- C. **Equivalency criteria for Eminence in the field** may be granted in special cases where the current or prospective faculty member has achieved state or national prominence in the discipline. Eminence does not look at academic preparation; eminence looks at professional achievements to determine whether the applicant has a record that proves the person is eminent in his or her field. In these special cases, his or her experience, work, independent education, or academic/artistic/vocational accomplishments may be considered in determining whether s/he possesses qualifications that are at least equivalent to the relevant State Qualifications.

To be considered for Eminence, the applicant will possess documented evidence of state or national prominence based on superior scholarly research, acknowledged publications, acclaimed performance, or similar accomplishments in the discipline clearly beyond those that are usual for a typical expert in the field.

D. Procedure for Determining Equivalency

1. To apply for equivalency, a candidate must be offered employment with the Los Angeles Community College District and, upon formal review of the candidate's employment applications, must be deemed to **not** meet [Minimum Qualifications](#). Upon receipt of a denial letter from Human Resources, the current or prospective faculty member may then request recognition of his or her qualifications to serve in a discipline on the basis of equivalency, by submitting the appropriate LACCD Academic Senate Application for Equivalence (Application for Evaluation of Equivalence for Disciplines Requiring a Master's Degree or the Application for Evaluation of Equivalence for Disciplines Not Requiring a Master's Degree) to LACCD District Academic Senate.
2. Upon receipt of the District Academic Senate Application for Equivalence, the appropriate representatives for the District Academic Senate shall ready the application and supporting documentation for review by the appropriate District Academic Senate Discipline committee, who shall recommend whether an equivalency should be granted and forward the decision to the District Academic Senate Educational Policy Advisory Committee (EPAC). EPAC shall review the application to determine whether to agree or disagree with the Discipline committee's recommendation.
3. The District Academic Senate Vice President, or his or her designee, will communicate the final action on each Application for Equivalence to the candidate and the District Academic Senate President.

E. Procedure for Determining Eminence

1. To apply for eminence, the candidate must complete the appropriate District Academic Senate application for evaluation (Application for Evaluation of Equivalence for Disciplines Requiring a Master's Degree or the Application for Evaluation of Equivalence for Disciplines Not Requiring a Master's Degree) and submit the application and supporting documentation to LACCD District Academic Senate. The application should be accompanied by supporting documentation that shows the candidate has national or statewide recognition in the discipline.
2. Upon receipt of the Application for Eminence, the appropriate representatives for the District Academic Senate shall review and ready the application and supporting documentation and send it to the appropriate District Discipline committee, who will determine whether the candidate has established accomplishments or distinguished scholarship that are extraordinary and widely recognized in the nation or the state. The LACCD District Academic Senate Educational Policy and Advisory Committee will recommend whether eminence should be granted.

3. The District Academic Senate Educational Policy and Advisory Committee will communicate the final action on each application to the equivalency applicant. Additionally, the District Academic Senate Vice President will communicate the final decision on each equivalency application to the Senior Associate Vice Chancellor for Human Resources, or his or her designee, by providing a copy of the District Academic Senate Educational Policy and Advisory Committee worksheet. The worksheet copy will be placed in the applicant's personnel file and will be used as a basis of support to approve or uphold denial of the applicant's assignment.

F. Procedure for Determining Provisional Equivalency – *Adjunct Academic Positions Only*

1. Any current or prospective faculty member not possessing the minimum qualifications for the discipline to which s/he is a candidate for assignment as an adjunct academic employee may be referred to the department chair, and by the department chair to the college academic senate president or designee, to be considered for a provisional recognition of his or her qualifications to serve in a discipline on the basis of equivalency. The college academic senate president will notify the college president, or his or her designee, that a provisional equivalency process is being initiated.
2. In order for the candidate to be considered, s/he must provide a completed application for Adjunct Provisional Equivalency ([Form HR R-101](#)), including transcripts (official or unofficial) to the department chair or his or her designee.
3. The department chair or designee shall convene a committee to evaluate whether or not the college should give the applicant provisional recognition of his or her qualifications to serve in a specific discipline on the basis of equivalency. In the event of a last minute hire, the following process will be completed within five (5) working days of the prospective employee's first day on the job. If the process is not completed within the five (5) working days specified above, the potential employee's assignment will be terminated immediately.
4. The committee shall consist of three (3) voting faculty members and one (1) non-voting academic administrator, none of whom shall be involved in considering the candidate for employment.
 - a. The College Academic Senate President, or his or her designee; voting member
 - b. Two (2) faculty members from the discipline, other than the department chair, in which the candidate is seeking equivalence, or a closely related discipline, selected by their peers in the discipline; voting members, and
 - c. The Vice President of Academic Affairs or Student Services, as appropriate, or his or her designee; non-voting member.
5. The Committee will review all documents forwarded to it and follow the criteria for equivalence contained in this Human Resources Guide. Once the committee has reached a conclusion about granting or denying provisional recognition of equivalence, it shall forward its recommendation to the College Academic Senate President and the College President.

6. If the College Academic Senate grants and the College President accepts provisional equivalency, the candidate's qualifications in the discipline or disciplines for which the provisional equivalency was granted shall not be deemed to have been established for all purposes, but s/he shall be considered to be provisionally qualified and may be employed for **only one (1) term** in the temporary assignment in question. If for compelling reasons, the College President does not accept the recommendation of the College Academic Senate, s/he will provide a written explanation.
7. If the college actually employs the candidate in a temporary position, it may not re-employ him or her in any further assignments that require similar qualifications unless the candidate's qualifications are fully validated through the standard procedure for determining equivalency, as described above. The application for permanent equivalency should be submitted to the District Academic Senate within ten (10) days of the submission date of the application for Adjunct Provisional Equivalency.
8. This equivalency process is separate and distinct from the employment process. The granting of a provisional recognition of equivalency does NOT imply any offer of employment.
9. Human Resource, District Office, shall keep a list of people who have been granted provisional equivalency by semester and location.

IV. ADDITIONAL SOURCES

CALIFORNIA CODE OF REGULATIONS

California Code of Regulations Title 5

[Section 53402](#)

[Section 53410](#)

[Section 53410.1](#)

[Section 53411](#)

[Section 53412](#)

[Section 53413](#)

[Section 53414](#)

[Section 53415](#)

[Section 53416](#)

[Section 53417](#)

[Minimum Qualifications for Faculty and Administrators in Calif. Comm. Colleges](#)

CALIFORNIA EDUCATIONAL CODE

[Section 87400 Academic Qualifications](#)

LACCD BOARD RULES

[Chapter X, Human Resources Section 10304.3](#)

LACCD HUMAN RESOURCE GUIDE

[HR R-000, New Hire](#)

[HR R-100, Academic Minimum Qualifications](#)

[HR R-130, Adjunct Faculty Selection and Pay](#)

LACCD DISTRICT ACADEMIC SENATE

[Equivalencies/EPAC](#)