



BOARD POLICY

No. 704

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS - FACULTY

As a condition of employment with the Mendocino-Lake Community College District, faculty are required to meet State mandated minimum qualification or the equivalent, effective July 1, 1990, with one exception: any person holding a credential authorizing service in a California Community College will retain the right to serve under that credential until it expires. Faculty in this District include full-time and part-time instructors, counselors, librarians, and work experience coordinators. Individuals not meeting minimum qualifications may qualify for employment under the following District equivalency provision, developed in consultation with the Academic Senate.

EQUIVALENCY FOR MINIMUM QUALIFICATIONS

1. DISCIPLINES REQUIRING THE MASTER'S:

A. Pre-Collegiate Basic Skills Courses (Reading, Writing, Math)

Bachelor's degree in the discipline or a related discipline and a K-12 teaching credentials and teaching experience in the discipline.

B. DSPS/Specialized Instruction for Students with Disabilities

Bachelor's degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling, and learning disability teaching or assessment experience, and acceptance into or completion of the California Community College Chancellor's Office training in the Learning Disabilities Eligibility Model.

C. All Other Disciplines (does not apply to DSP&S Instructors)

1. Masters degree in an unrelated discipline and a bachelors degree in the discipline and teaching or occupational experience in the discipline or related discipline; or
2. Bachelors degree in the discipline and teaching or occupational experience in the discipline or related discipline.

2. DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE:

- #### A.
- One hundred and twenty units and two years of occupational experience in the discipline; or 60 units and six years of occupational experience in the discipline; or 30 units or

industry certification and eight years of occupational experience in the discipline.

- B. Teaching experience may be substituted for related occupational experience in the discipline or related discipline on a year-for-year basis.
- C. Recency: An individual employed to teach a vocational course must show a demonstrated competency in the current technology of that course.

3. EXCEPTIONS

- A. If a potential faculty member does not meet the provisions as stated in Sections 1 or 2 above, equivalency may be certified as follows for teaching a specific course or working as a librarian or counselor.
- B. The majority of full-time faculty in a discipline may certify equivalency for a potential faculty member, after reviewing documented relevant coursework and/or experience. If a majority agreement cannot be reached in disciplines of even numbered full-time faculty, the matter will be resolved by a majority vote of the Academic Senate. If a discipline does not have a full-time faculty member, the supervising administrator will consult with instructors of related courses and/or external discipline experts to determine equivalency.
- C. Equivalency must be certified prior to the first day of instruction. In the event of late hires and emergencies, if sufficient full-time faculty in a discipline are not available to certify equivalency, one full-time faculty member may certify equivalency on a provisional basis, or the supervising administrator may make the certification if one full-time faculty member is not available. Provisional certifications must be completed pursuant to 3B above before the individual can be employed subsequently to teach that specific course or work as a librarian or counselor.
- D. Any authorized exception may be revoked for fraudulent documentation.

Adopted: July 1, 1990

*Revised: October 3, 1990 (retroactive to 7/1/90)
July 3, 1991 (retroactive to 7/1/90)
February 5, 1992 (retroactive to 1/23/92)
January 9, 2002*

Reviewed: August 18, 2010