



# BOARD POLICY

No. 7211

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. A person holding a credential authorizing service in a California Community College meets minimum qualifications in the discipline authorized by that credential and the person will retain the right to serve under that credential as provided by state law until it expires. Any person granted or previously granted equivalency for teaching in a given discipline by the Mendocino-Lake Community College District Board of Trustees pursuant to state laws and regulations will be deemed to have met the minimum requirements in that discipline and will retain the right to teach in that discipline pursuant to state law and regulations.

Faculty in this District include those persons defined as faculty under Education Code, section 87003(a) and include, but are not limited to full-time and part-time instructors, counselors, librarians, community college health services professionals, disabled student programs and services professionals, extended opportunity programs and services professionals and work experience coordinators. Individuals not meeting the State-mandated minimum qualifications may qualify for employment under the following District equivalency provision which was developed in consultation with the Academic Senate. This Board policy is intended to ensure a fair and objective process for determining when an applicant has qualifications that are at least equivalent to State-mandated minimum qualifications. It is not intended to grant waivers for lack of the required State-mandated minimum qualifications. A representative of the District Governing Board shall work with the Academic Senate to develop an equivalency process, including criteria and standards, for faculty employment and shall submit that process to the Board for approval.

## EQUIVALENCY FOR MINIMUM QUALIFICATIONS FOR FACULTY

The equivalency process shall address equivalencies for disciplines requiring the master's degree, disciplines in which the master's degree is not generally expected or available (and which do not require a specific bachelor's or associate's degree), and disciplines in which the master's degree is not generally expected or available (but which require a specific bachelor's or associate's degree). The process shall clarify the criteria that are used for equivalency determinations and the documentation required to support equivalency determinations. Any equivalency determination and/or employment decision that is based on false or misleading documentation provided by an applicant may be revoked upon discovery of the improper 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  
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The process shall ensure that representatives of the Academic Senate are available to assess equivalency claims during faculty selection processes and that evidence of the bases for finding equivalency is clear and recorded.

A candidate seeking an equivalency determination must provide, at a minimum, evidence that the candidate has the equivalent not only of subject matter expertise in a particular discipline, but also documentation as to how general education requirements necessary for an associate or bachelor's degree are met.

The Board will permit a determination of "eminence" as equivalent to State-mandated minimum qualifications for faculty under limited circumstances. Eminence is defined as documented superior knowledge and skill in a discipline. Superior knowledge and skill must be determined in comparison with the generally accepted standard of achievement in the discipline, such that an applicant, if measured by recognized authorities in his/her subject field, would be judged superior. Local renown or recognition alone is insufficient for a finding of eminence.

All evidence of equivalent preparation, including the basis for an eminence determination, must relate to the discipline at issue and must be of a type that is as reliable and objective as a college transcript. For an equivalency determination, each candidate must be found to be qualified to teach the full range of courses in the discipline under review.

The standards may provide that an individual employed to teach in a vocational discipline must show a demonstrated competency in the current technology of that discipline. "Reasonably related discipline" in any equivalency determination refers to disciplines referenced in the latest version of the Minimum Qualifications for Faculty and Administrators in the California Community Colleges, published by the State Chancellor's Office

### **Board Action On Equivalencies**

The Board of Trustees shall not hire a faculty member unless the individual meets State-mandated minimum qualifications or the equivalent. The Board shall determine whether an individual possesses qualifications that are at least equivalent to the state-mandated minimum qualifications. If a proposed faculty member is being hired based on equivalencies, the criteria used by the Board in making the determination shall be reflected in the Board's action employing the individual.

The Board will rely primarily on the advice and judgment of the Academic Senate in determining whether a proposed faculty member holds qualifications that are at least equal to state-mandated minimum qualifications. The Board will provide the Academic Senate with an opportunity to present its views regarding equivalencies before the Board makes a determination regarding equivalencies and the written record of the Board's decision, including the views of the Academic Senate, shall be available for review.

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