



ADMINISTRATIVE PROCEDURES

No. 7211.1

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS FOR FACULTY

The following procedures shall be used to determine if an applicant for a faculty position meets the minimum qualifications for the discipline according to the requirements outlined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential. The procedure is intended to ensure a fair and objective process for determining when an applicant meets the required qualifications. It is not intended to grant waivers for lack of the required qualifications.

- All 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.
- All units and degrees earned shall be from accredited institutions per Education Codes: 70901(b)(1)(B) and 87356.

Determining Minimum Qualifications

The Human Resources Department will review all application materials submitted, including transcripts to determine if the stated degree(s) earned match that stated in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, published by the California Community College Chancellor's Office ("Disciplines List") as determined by the Board of Governors for the California Community Colleges or an appropriate valid California Community College Credential.

When the degree(s) earned as noted in the transcript are the same as those listed in the *Handbook*, the applicant will be considered as meeting the minimum qualifications. If Human Resources is not sure, they will consult the Academic Senate president who will determine if an equivalency process is required.

All applicants must demonstrate they meet the minimum qualifications as outlined in the *Handbook* by submitting appropriate verification, such as transcripts indicating the degree earned, the specific discipline and courses successfully completed.

When the discipline requires an Associate or Bachelor's Degree and professional experience, written confirmation is required of the relevant experience from a person authorized to provide such confirmation. This written documentation must state the specific nature of the work performed and the duration of the employment in full-time years or the equivalent in part-time experience.

If the degree(s) listed are not the same as those listed in the *Handbook* and an Equivalency Application has not already been submitted by the applicant, Human Resources will inform the applicant that it is necessary. If an Equivalency Application has been submitted, Human Resources will contact the Academic Senate President requesting an Equivalency Committee review the application.

Determining Minimum Qualification Equivalency

When an applicant for a faculty position does not meet the required minimum qualifications specifically as stated in the *Handbook* the Academic Senate is responsible for determining equivalency according to the requirements of Education Code Section 87539, 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.”

The Academic Senate in consultation with Human Resources shall establish reasonable deadlines for convening equivalency committees in order to allow consideration of equivalency applications in a timely manner. Equivalency applications submitted after the established deadlines may not be considered until the following cycle. For part-time faculty the review cycle is typically two weeks before the following semester schedule if finalized. For full-time faculty positions an equivalency committee shall be set up and scheduled to review any equivalency applications that are submitted between the application deadline and the hiring committee’s initial “paper screening”.

The Academic Senate Equivalency Committee shall:

- Include two full-time faculty members in the discipline (selected by the Academic Senate President in consultation with full-time faculty in the discipline where possible), the appropriate instructional Dean, and the Academic Senate President or Vice-President. A part-time faculty member in discipline may also be appointed to the committee as needed and as appropriate. Either the Academic Senate President or Vice-President shall serve as the committee chair. In disciplines with fewer than two full-time faculty, faculty members in a related discipline will be selected by the Academic Senate President, in consultation with the full-time faculty in the discipline, (if any exist) to serve on the committee.
- Review each equivalency application, transcripts, and other materials submitted by candidates to determine whether the candidate meets the minimum qualifications as defined in the most recent *Minimum Qualifications for Faculty and Administrators in California Community College Handbook*.
- Grant or deny equivalency based on majority opinion of the Equivalency Committee. In the event of a split decision, the Academic Senate President or Vice-President (whichever is not already on the committee) shall cast the deciding vote.
- Provide a statement describing the reasons for granting or denying the equivalency and forward to the Director of Human Resources who will communicate the decision to the Superintendent/President or designee (as designee of the Board of Trustees).

The Superintendent/President shall:

- Rely primarily upon the Academic Senate’s recommendation for their action. The Superintendent/President will return the signed equivalency application to Human resources within 14 days, who will notify the Academic Senate President.

The Human Resources Department shall:

- Notify the applicant of the final decision to grant or deny equivalency within 14 days of the completed review.
- Include a notation indicating if the candidate has met the minimum qualifications through an equivalency application for the initial and all subsequent contracts for all faculty forwarded to the Board of Trustees for hiring approval.

Acceptable Evidence of Minimum Qualifications Equivalency

If an individual does not meet the minimum qualifications specified in the current version of the Disciplines List, the applicant must submit a [Minimum Qualification Equivalency Application Submission Form](#) and accompanying evidence to be used in establishing an equivalency. The documentation submitted by the applicant as evidence of equivalency must be as reliable and objective as a transcript, and provide conclusive evidence in the determination of the equivalency.

Reference: Title 5, Sections: 53404, 53410-20, 53430
Education Codes: 70901, 87350, 87355-87360, 87539