

Instructions for Faculty Equivalency Requests

1. Review the "Minimum Q

Equivalency Guidelines – Section A

- A1. [Before electing to proceed with this guideline, please review guideline A4 below to determine if A4 is a simpler option for you.] Candidate holds a related master's degree that is not specifically listed for that discipline under minimum qualifications in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate's granting institution. (The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.)
- A2. [Before electing to proceed with this guideline, please review guideline A3 below to determine if A3 is a simpler option for you.] Candidate holds a master's degree that is on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, but the title of candidate's bachelor's degree is not the exact title of the degree on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate's granting institution.
- A3. Candidate holds a master's degree that is on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, the candidate lacks the required bachelor's degree identified on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. The candidate must have at least twenty-four (24) semester units of discipline-related, upper division/graduate coursework towards the required bachelor's degree for which equivalency is being requested.
- A4. Candidate holds a Master's degree in another field, but the candidate has at least twenty-four (24) semester units (3 quarter units = 2 semester units) of discipline-related graduate-level coursework.
- A5. Candidate does not hold a master's degree, but has a bachelor's degree in the discipline AND five years of full-time or full-time equivalent of discipline-specific experience in higher education teaching, research and/or publication, or professional work experience in the field.
- A6. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. **Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior.** Moreover, evidence must be

Equivalency Guidelines – Section C

SECTION C: For disciplines in which a Master's degree is not generally available, the minimum qualifications are any Bachelor's degree and two years of professional/ occupational* experience, or any Associate degree and six years of professional/ occupational* experience, as per the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" at

- C1. Candidate may be eligible under a combination of education and experience of at least ten years of full-time or full-time equivalent. One year of related professional/occupational experience is equivalent to and may be substituted for 15 semester units of coursework. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C2. Candidate must have at least ten years of related full-time or full-time equivalent professional/occupational experience when not applying any education toward equivalency. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C3. Candidate may be eligible by a combination of work experience and professional certification when not applying any education. The certification must be issued by a recognized professional organization in the discipline. Candidate must also have at least eight years of related full-time or full-time equivalent professional/occupational experience. The department must validate the candidate's certification. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C4. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. **Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior.** Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.