

Citrus Community College District
Equivalency Guidelines for Faculty
with Faculty Equivalency Request Form

Determination of Equivalency

The goal of the Citrus Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the district community.

In order to determine when an applicant for a faculty position, though lacking the specific degree or experience specified in the Board of Governors Minimum Qualifications List, nonetheless possesses qualifications that are equivalent, the following guidelines have been established.

Initial determination of equivalency to the minimum qualifications for hire shall be decided, by unanimous consent, by the Equivalency Committee, which is comprised of two members of the Academic Senate, two faculty members from the discipline, and one appropriate administrator.

Conditions

1. It is the applicant's responsibility to provide all documentation in support of equivalency and to be available for questions.
2. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
3. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.
4. In all cases in which equivalency is granted or denied an officially signed form shall be filed with the Human Resources Office and the Office of Instruction. This form shall include a complete description of the Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.

Minimum Standards for Consideration of Equivalency

In the case of disciplines normally requiring a Master's degree, the minimum standard shall be any one of the following:

1. A Master's degree in a discipline which is not specifically named on the Board of Governor's Minimum Qualifications list for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed on the Minimum Qualifications list.
2. A Bachelor's degree, plus 30 graduate level semester units of coursework in the specific or related discipline relevant to the position for which the applicant is being considered. Coursework must be from an accredited institution.
3. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
4. Verifiable eminence* plus conclusive evidence of the ability to teach effectively at the community college level.

In the case of disciplines not normally requiring a Master's degree, where the minimum qualifications are an Associate degree plus six years of related experience or a Bachelor's degree plus two years of related experience, the minimum standards shall be one of the following:

1. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
2. Verifiable eminence* plus conclusive evidence of ability to teach effectively at the community college level.

****Eminence***, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.

Citrus Community College District Faculty Equivalency Request

Applicant's Name:

Discipline for which an equivalency determination is requested:

Using the Citrus Community College District's Equivalency Guidelines, attach a narrative document that supports your claim for equivalency based on those guidelines. Documentation must also be provided which may include, but not be limited to, the following:

- Copies of relevant transcripts noting appropriate coursework. Catalog descriptions of courses should also be included.
- Copy of valid California Community College Credential.
- Original and current letters which support eminence in your field.
- Evidence that illustrates your skills, knowledge and ability to teach effectively at the community college level.

Please use this as the cover sheet to your documentation for claiming equivalency. By signing this cover sheet, you attest to the best of your knowledge that the statements contained herein are complete, true and correct, and if employed, you understand that you may be subject to dismissal if the statements contained herein are found to be untrue or incorrect.

Applicant's Signature

Date