

CITRUS COMMUNITY COLLEGE DISTRICT

EQUIVALENCY PROCESS for Educational Administrators

The Citrus Community College District promotes the effort to ensure that their educational administrators are administrators who can lead, organize, plan, and supervise; and who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues.

The minimum qualifications for educational administrators should help the District to ensure that it will select individuals who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration.

While it is the intent of the Board of Trustees to employ educational administrators who possess the minimum qualifications set out by Title 5 regulations, there may be exceptional circumstances whereas applicants clearly have the equivalent to those minimum qualifications. Title 5 regulations allow for a local district to determine equivalencies for educational administrators. This equivalency process is designed to include exceptionally strong candidates who may have earned, in a variety of ways, the equivalent to a Masters Degree.

Equivalency determinations shall be determined jointly by the Director of Human Resources and the Vice President of Instruction on behalf of the Board of Trustees. The criteria used in making the determination shall be reflected in the governing board's action when employing the individual.

There are disciplines listed in the Board of Governors Minimum Qualifications booklet that may be considered "vocational" or "commercial" in nature. Unlike the academic disciplines, a Masters Degree, although desirable, is not normally expected or available. The faculty minimum qualifications for these disciplines are different than those required of faculty who teach in academic disciplines. Minimum qualifications for educational administrators who supervise these disciplines should also reflect that difference by recognizing both education and experience.

Equivalencies to a Masters Degree may also be accepted for educational administrators supervising departments which only include academic disciplines. This should be an exceptional and uncommon occurrence.

DISCIPLINES WHERE A MASTERS DEGREE IS NOT NORMALLY EXPECTED OR AVAILABLE

An applicant for an educational administrator position at Citrus College, where that administrator supervises departments that include "vocational" or "commercial" programs, may be determined to have the equivalent of a Masters Degree in the following ways. This list is not all inclusive.

In addition to (1) any Associate Degree and verification of six years of experience in the related field OR any Bachelors Degree and verification of two years of experience in the related field and (2) one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level full-time teaching in one of the disciplines included in the department (10-20 years).
- A substantial number of years in the related industry (10-20 years).
- Evidence of organizational and planning skills with regard to educational activities.

- Evidence of experience and skill supervising both faculty and staff.
- Evidence of experience in budget development and administration.
- Evidence of conducting major, special campus-wide projects.
- Evidence of participation in state and/or national discipline-specific organizations.
- Evidence of scholarly works.
- Evidence of major participation in the governance activities of a community college.
- Evidence of acclaim in the field.
- Evidence of contribution to the field on the local, state, and/or national level.

ACADEMIC DISCIPLINES

An applicant for an educational administrator position at Citrus College, where that administrator supervises departments that only include academic disciplines, may be determined to have the equivalent of a Masters Degree in the following ways. This list is not all inclusive.

1. Any Masters Degree with a minimum of 12 semester graduate units in the relevant academic discipline OR
2. A Bachelors Degree in the relevant academic discipline and a combination of most or all of the following:
 - Graduate program coursework substantial enough to satisfy any general education portion of a Masters level course of study (12-20 semester units) or significant coursework within the relevant discipline in the absence of a breadth requirement (totaling 27-32 semester units).
 - A substantial number of years of community college level full-time teaching in one of the disciplines included in the department (10-20 years).
 - Evidence of organizational and planning skills with regard to educational activities.
 - Evidence of experience and skill supervising both faculty and staff.
 - Evidence of experience in budget development and administration.
 - Evidence of conducting major, special campus-wide projects.
 - Evidence of participation in state and/or national discipline-specific organizations.
 - Evidence of scholarly works.
 - Evidence of major participation in the governance activities of a community college.
 - Evidence of acclaim in the field.
 - Evidence of contribution to the field on the local, state, and/or national level.