



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7211

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, 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..." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the governing board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that required equivalency paperwork is signed and complete and forwarded to Human Resources for inclusion in faculty personnel files.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.



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Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty 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.

The Office of Human Resources will first screen all full-time and part-time applicants. Those claiming or requiring equivalency (as determined by Human Resources) will have their claims examined by the Academic Senate Equivalency Committee prior to being interviewed. The hiring committee may also decide that, after reviewing applications, certain additional applications need to be forwarded to the Academic Senate Equivalency Committee for review. The Academic Senate Equivalency Committee shall send its decisions concerning equivalency and non-equivalency to Human Resources before candidates are notified of interviews. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The Academic Senate Equivalency Committee shall employ the following procedures in emergencies or special circumstances:

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).



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- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall ask the Academic Senate Equivalency Committee for an expedited review of the application and to make a recommendation to the department or hiring committee chair.

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

The Equivalency Committee is charged with developing equivalency criteria, which will be approved by the Academic Senate. Current equivalency criteria for both types of disciplines (those requiring a master's degree and those not requiring master's degree) can be found on the Human Resources equivalency page.

See Board Policy 7211 - Faculty Service Areas, Minimum Qualifications, and Equivalencies

References: Education Code Sections 87001, 87003, and 87743.2;
Title 5 Sections 53400 et seq.;
ACCJC Accreditation Standard III.A.2-4

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