

Desert Community College District Equivalency Guidelines for Faculty

With Instructions for Equivalency Requests and Equivalency Criteria Worksheet

Determination of Equivalency

The goal of the Desert 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 shall be decided by the Equivalency Committee.

Conditions

1. It is the applicant's responsibility to request the granting of equivalency and 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.

Instructions for Equivalency Requests

1. Review the "Minimum Qualifications" for the discipline.
2. Review the Desert Community College District's Equivalency Criteria Worksheet on the following pages. Check the appropriate box to indicate how equivalency has been achieved. Equivalency may be achieved by: **(Choose ONLY ONE of the following, then complete only that section on the worksheet)**
 - A. Formal Education
 - a. Equivalent to a Master's Degree
 - b. Equivalent to a Bachelor's Degree
 - c. Equivalent to an Associate's Degree
 - B. Life Credential
 - C. Work Experience
 - D. Eminence
3. Attach the Equivalency Criteria Worksheet and a narrative document to your application that supports your request for equivalency based on those guidelines. The narrative should include the following:
 - Your name
 - The title of the position for which you are applying
 - The discipline in which you are requesting equivalency
 - The manner by which you are claiming equivalency (for example: Formal education equivalent to a Master's degree)
4. Based on the specific criteria under which you are claiming equivalency, provide the appropriate documentation (if applicable) which may include, but not be limited to, the following:
 - Copies of relevant transcripts noting appropriate coursework
 - Catalog descriptions of the courses referenced in (a) above
 - Evidence of discipline related work experience, research, or publications
 - Current letters which support eminence in your field

By attaching this narrative document to your application, you attest to the best of your knowledge that the statements contained therein are complete, true and correct.

Equivalency Criteria Worksheet

The granting of equivalency is on a case-by-case basis. Equivalency may be achieved by course work, work experience, or eminence in the field. Equivalency may never mean lesser qualifications than the published minimum qualifications.

A. *Equivalency of Education*

a. Formal Education Equivalent to the Master's Degree

(check only ONE Box, then STOP. Submit this document with the Degree and Course Summary form)

A Master's degree in a related discipline as determined by the BOG Disciplines List or recommended by the Equivalency Committee, including 15 semester units of graduate and upper division coursework within the discipline specified in the job announcement, at least 12 of which must be at the graduate level.

A Master's degree in any discipline plus a bachelor's degree in the discipline specified in the job announcement, AND additional post baccalaureate coursework equivalent to a graduate major in the discipline of the assignment (30 units of upper division and/or graduate units, of which at least 15 units must be graduate).

A Bachelor's degree in the discipline specified in the job announcement or a related discipline as identified in the BOG Discipline's List or determined by The Equivalency Committee, plus 30 additional semester units of graduate course work in the discipline specified in the job announcement.

b. Formal Education Equivalent to the Bachelor's Degree

(check the box below, then STOP. Submit this document with the Degree and Course Summary form)

At least 120 semester units, including 18 semester units representing a diversity of courses generally accepted as general education and, for disciplines that require a specific Bachelor's degree, 30 units in the discipline specified by the job announcement, of which 24 are upper-division or graduate units.

c. Formal Education Equivalent to the Associates' Degree

(check ONE box below, then STOP. Submit this document with the Degree and Course Summary form)

At least 60 semester units, including 18 semester units representing a diversity of courses generally accepted as general education. Candidates who have greater than 45 semester units and fewer than 60 semester units may be granted a one semester equivalency during which they must make progress toward obtaining the 60 units

A current, valid certificate to work or a license to practice in California in the discipline specified by the job announcement and at least 30 semester units, including 18 semester units representing a diversity of courses generally accepted as general education.

B. Equivalency by Life Credential (check the following, then STOP and submit this form)

Holders of valid community college “life” credentials retain the right to serve under the terms of their credential, and are considered to meet the statewide minimum qualifications for all academic positions within their subject matter areas.

C. Equivalency of Work Experience (check the following, then STOP and submit this form)

Note: This section is for ***disciplines in which a master’s degree is not generally expected or available*** (two-years of work experience in the vocation with a bachelor’s degree or six-years experience in the vocation with an associate’s degree)

Candidate has presented conclusive evidence of mastery of the skills of the vocation for the specific assignment and any other assignment in the discipline **AND** demonstrates extensive and diverse knowledge of the working environment of the vocation.

D. Equivalency by Eminence (check all of the following that apply, then STOP and submit this form)

Conclusive evidence of education and experience requirements must meet more than one of the following;

Skills demonstration or verifiable evidence of the applicant’s professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training.

Publications demonstrating the applicant’s command of the major in question, his/her general education, or his/her writing skill.

Verification of the applicant’s employment history for professional or occupational work experience.

Transcript(s) demonstrating that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district.

Other products that show the applicant’s command of the major or occupation in question.

