

**CHAPTER 3: Certificated Personnel**  
**ADMINISTRATIVE Policy Procedure NO. 3-15.2**  
**3.16 (AP 7211)**

**ADMINISTRATIVE POLICY PROCEDURE**  
**San Mateo County Community College**  
**District**

**Subject:** ~~3-15.2~~ **3.16** ~~Minimum Qualifications and~~ Equivalency to Minimum Qualifications

**Revision Date:** ~~9/11~~ **X/XX**

**References:** Education Code Sections 87001, 87003, 87359, 87743, 87743.1 and 87743.2;  
Title 5 Sections 53400 et seq., 53406, 53410, 53412, 53417 and 53430

## **1. INTRODUCTION:**

The San Mateo County Community College District (SMCCCD) faculty selection procedures are established to provide the district with qualified faculty who are experts in their subject areas and who possesses a variety of other skills including:

- a) Teaching, advising and serving the needs of students;
- b) Contributing to the overall effectiveness of the colleges and the district;
- c) Demonstrating sensitivity to and ability to work with community college students who are from diverse academic, socioeconomic, cultural, linguistic, and ethnic background;
- d) Demonstrating creativity and innovation;
- e) Demonstrating Leadership;
- f) Possessing effective oral and written communication skills and positive interpersonal behaviors.

In accordance with California Education Code (§87359), only a person who possesses the minimum qualifications for service or qualifications that are equivalent to the minimum qualifications, as established by the Board of Governors of the California Community Colleges, may be hired to serve as a community college faculty member. The faculty, represented by the District Academic Senate Governing Council (DASGC), has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers. The policies and procedures, as well as criteria and standards by which the Board of Trustees reaches its determinations regarding faculty hiring and qualifications, are developed by the DASGC in consultation with district administrators, the Collective Bargaining Agent, and approved by the San Mateo County Community College District (SMCCCD) Board of Trustees.

The **Equivalency** to Minimum Qualifications ~~and Faculty Service Area (FSA)~~ process is intended neither to raise nor to lower standards from the minimum qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications.

## **2. ESTABLISHING MINIMUM QUALIFICATIONS**

SMCCCD faculty (Full or Part Time) must meet minimum qualifications. Identification of the Minimum Qualifications for Faculty in the California Community Colleges relies primarily on the recommendations of the Academic Senate for the California Community Colleges (ASCCC) Disciplines List, adopted by the Board of Governors of the California Community Colleges. Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications or equivalency to minimum qualifications has been completed.

Where San Mateo County Community College District standards are higher than the state minimum. Qualifications, those local qualifications shall prevail.

The Minimum Qualifications for Faculty and Administrators in California Community Colleges lists those disciplines taught in the California Community College System and the minimum qualifications related to each discipline.

There are three types of minimum qualifications associated with the various disciplines:

1. Disciplines requiring a master's degree
2. Disciplines where a master's degree is generally not available or expected but which requires a bachelor's or associate degree
3. Disciplines where a master's degree is not generally available.

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the appropriate discipline [Title V, §53412].

Minimum qualifications are determined for disciplines, not for individual courses or subject areas within disciplines. An applicant is either qualified to teach the full range of courses in a discipline or not, regardless of whether applying for a full-time or part-time position.

#### **Licensed or Certificated Occupations**

In addition to other minimum qualifications specified, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval [Title V, §53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions [Title V §53406] Post--secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post--secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post--secondary and Vocational Education.

Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs. ~~to be equivalent. Determination of equivalency of foreign degrees shall be according to district policy.~~ **In order for it to be considered for the satisfaction of minimum qualifications, foreign transcripts must be translated and evaluated by a U.S.-based credentials evaluation service. The District currently accepts evaluations from IERF and will consider evaluations from other agencies on a case-by-case basis**  
[Title V, §53410].

#### **§53410. Minimum Qualifications for Instructors of Credit and Noncredit Courses, Counselors, and Librarians.**

The minimum qualifications for service as a community college faculty member teaching any credit and **noncredit** course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- A. Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

- B. Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- C. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:
  - 1. a bachelor's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or
  - 2. an associate degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.
- D. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:
  - 1. any bachelor's degree or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or
  - 2. any associate degree or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.

### **3. ESTABLISHING EQUIVALENCY TO MINIMUM QUALIFICATIONS**

In the case that an applicant does not possess the exact minimum qualifications as stated in the Minimum Qualifications for Faculty in the California Community Colleges for the position to which he/she is applying, a verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the approved discipline list, nonetheless does possess "qualifications that are at least equivalent" [Title V, §53430; Ed Code, §87359] to those specified. ~~Candidates for all district faculty positions and those current faculty members who are making applications to serve in an academic position outside of their current faculty service area[s] will apply for equivalence.~~

The three means of demonstrating equivalency to **minimum qualifications** are:

#### **1. Degree Equivalence**

- The employee or applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

#### **2. Academic Background Equivalence**

- Related to disciplines in which a Master's degree is not generally expected or available. The employee or applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:
  - a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
  - a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

### 3. Professional Achievement Equivalence

- The employee or applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The employee or applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

The applicant or employee shall provide supporting documentation, such as official transcripts, credentials, licenses, certificates, employer attestations, publications, etc. which will validate the equivalency request. Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to consideration for employment. It shall be the responsibility of the applicant to provide Human Resources with a complete application and all documentation (transcripts, credentials, teaching experience and verification of work experience) necessary to evaluate their qualifications. The Faculty Qualification Committee (FQC) will then evaluate this application.

~~The Faculty Qualifications Committee shall determine appropriate equivalences. Each Faculty Qualifications Committee will be composed of three faculty discipline experts one from each college and the appropriate dean. The dean's responsibility is to oversee the process and is not a voting member. The composition of the committee shall vary depending on the position that the individual is applying for:~~

- ~~1. Applicants for full-time faculty positions, both tenure track and temporary;~~
- ~~2. Applicants for part-time faculty positions;~~
- ~~3. Or current faculty members applying for an FSA in a subject area other than the one(s) for which they meet subject area requirements.~~

### 4. REVIEW AND REVISION OF POLICIES, PROCEDURES & GUIDELINES

Minimum qualifications are reviewed and modified by action of the State Academic Senate regularly and at the request of discipline faculty through their local Senate Governing Councils. The SMCCCD policies and procedures regarding establishing minimum qualifications and equivalency to minimum qualifications, and FSA's are subject to review and revision every three years or more frequently if required by either the District Academic Senate or the Board of Trustees. Changes in this policy require the joint agreement of the ~~Collective Bargaining Agent and the~~ Board of Trustees in consultation with the District Academic Senate

#### APPENDIX

AFT 1493 Contract

#### ARTICLE 14: LAYOFFS

~~14.1 UNION WILL BE NOTIFIED OF POTENTIAL LAYOFFS: When it is reasonably certain that faculty layoffs are to be recommended in specific areas, the Union will be notified of the contemplated action and the reasons therefore. It is understood that the Education Code prohibits the retention of a junior employee when a more senior employee who holds an FSA and is competent to perform the service is laid off.~~

~~14.4 SENIORITY LISTS PROVIDED TO THE UNION: The District will provide the Union with current~~

~~seniority list of contract and regular employees, which will include the employee, their worksite, and the current FSA(s) on file. Any change or revision in the seniority list will be reported immediately to the Union. Seniority, worksite, and FSA information may be provided through separate lists if the District so chooses.~~

## **~~ARTICLE 19: PART-TIME EMPLOYMENT~~**

### **~~19.1 SENIORITY LISTS:~~**

~~Each Division or similar unit that employs part-time employees will establish a seniority list based on the first part-time employment at the specific college.~~

#### **~~19.1.1~~**

~~Regular faculty who are assigned an overload will be included in the divisional-based part-time seniority list.~~

#### **~~19.1.2~~**

~~Seniority lists shall be updated with new names and start dates that are added to the lists. Copies of the list shall be made available to faculty who make such a request. In addition a copy of the seniority lists shall be forwarded to Human Resources by the date of the fall and spring first census.~~

#### **~~19.1.3~~**

~~If a break in service exceeds three semesters, then the person's name is to be removed from the seniority list. If a part time faculty member requests, but is not given, an assignment, it will not constitute a break in service; however, if the faculty member is not given an assignment after requesting it for a period of five consecutive semesters, the person's name will be removed from the seniority list.~~

## **~~ARTICLE 20: FACULTY SERVICE AREAS (FSA)~~**

### **~~20.1 FACULTY SERVICE AREAS:~~**

~~Faculty Service Areas (FSAs) in the SMCCCD will correspond to the Disciplines List as approved by the Board of Governors. The term "competence," as related to Faculty Service Areas, will be defined as meeting the minimum qualifications approved by the Board of Trustees.~~

## **REFERENCES**

- ~~a. Equivalence Review Process (Board Approved May 18, 2005)~~ **3.15.2 Minimum Qualifications and Equivalency to Minimum Qualification (Board – Approved September 2011)**
- b. Title 5 – Education California Code of Regulations
- c. California Education Code
- d. Minimum Qualifications for Faculty and Administrators in California Community Colleges (2012-2014)
- ~~e. ASCCC Paper Equivalence to the Minimum Qualification (1999)~~