



**AR 7211 Minimum Qualifications,  
and Equivalencies**

**Issued: June 27, 2022**

**References:**

*Education Code Sections 87001, 87003, 87355-87359.5, 87538, and 87743.2  
Title 5 Sections 53430, et. esq.  
ACCJC Accreditation Standard III.A.2-4*

**Minimum Qualifications**

*Faculty members shall meet minimum qualifications for the discipline defined by the Minimum Qualification for Faculty and Administrators in California Community Colleges approved by the Board of Governors. The Equivalency Committee defined below shall evaluate the disciplines listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. These discipline specific degree titles shall be approved by the Academic Senate reviewed by the President/Chief Executive Officer (CEO), and reviewed and approved by the Board of Trustees. The Human Resources Department maintains these approved lists and provides such lists to screening committees as necessary.*

**Definition of Equivalency**

*Equivalency means equal to the minimum qualifications for a particular discipline as listed in Minimum Qualifications for Faculty and Administrators in the California Community Colleges (the "Disciplines List"), or to any higher qualifications for a specific discipline that have been recommended by the Academic Senate and approved by the Board of Trustees.*

- In some cases, this means equal to a Master's degree in a discipline.*
- In disciplines for which a Master's degree is not generally available or expected it means equal to either a degree or a combination of degree and experience.*

**Equivalencies**

*This procedure adheres to 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 faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors."*

*The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience approved by the Board of Governors or on the approved discipline specific degree title list, nonetheless does possess qualifications that are at least equivalent to those required. 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.*



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*All faculty position announcements will state the required qualifications as approved by the Board of Governors and include any additional titles from the approved discipline specific degree title list, including the possibility of meeting the equivalent of the required degree or experience.*

*Those applicants claiming equivalency will be asked to state their reasons and to present evidence of equivalency. It will be the responsibility of the applicant to supply conclusive evidence and documentation for the claim of equivalency at the time of application. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.*

### **Criteria for Equivalency**

*All non-US/foreign degrees will be evaluated by a foreign evaluation service that is approved by the Compton Community College District.*

*All courses being used for equivalency must be earned at an accredited institution. Candidates are responsible for demonstrating that courses taken through continuing education or extension are applicable to the approved degree listed in the discipline minimum qualification.*

*The following criteria will be used to determine a candidate's eligibility for equivalency:*

### **Consideration for Equivalencies in Disciplines that Require a Master's Degree**

- 1. A master's degree in a discipline which is not specifically named in "Minimum Qualifications for Faculty and Administrators in California Community Colleges," 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 in "Minimum Qualifications for Faculty and Administrators in California Community Colleges,"*
- 2. In specific disciplines as named by the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," a bachelor's degree in the discipline, plus licensure by an appropriate state agency, plus at least two years of professional experience, verified in writing*

### **Consideration for Equivalencies in Disciplines not Requiring a Master's Degree**

*In order to be considered for equivalency in the case of disciplines not normally requiring a master's degree, the minimum standards shall be one of the following:*

- 1. An associate degree plus six years of related experience.*
- 2. Bachelor's degree plus two years of related experience.*



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3. *Associate degree plus graduation from an institution specific to that field, plus two years of professional experience in the discipline, verified in writing, plus appropriate certification to practice or licensure, if applicable.*

*The professional experience required (two years/bachelor's degree or six years/associate) must be directly related to the faculty member's teaching assignment.*

*Pursuant to Title 5 § 53406, all degrees and coursework must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. The General Education coursework for all equivalencies is expected to be at least equivalent to that required for an associate degree.*

### **Consideration for Equivalencies in Continuing Education Disciplines**

*The following process and criteria are used to determine equivalencies to minimum qualifications for faculty:*

1. *Equivalency Criteria – The options for acceptable equivalencies for continuing education disciplines are:*
  - a. *equivalent degrees by other names or equivalent coursework;*
  - b. *experience in the discipline and*
  - c. *possession of a clear California Secondary (Single Subject) Teaching Credential authorizing instruction in the area appropriate for the course*

### **Consideration for Equivalencies based on Eminence**

*Although no legal definition of eminence exists, eminence shall mean that qualifications which, as evidenced by prominence is established by the specific industry, discipline, or field, and may be deemed equivalent to minimum qualifications. The following process and criteria are used to determine equivalencies to minimum qualifications for both full-and part-time faculty based on eminence:*

1. *Documentation of qualifications which provide evidence of prominence as established by the specific industry, field, or discipline and may be deemed equivalent to minimum qualifications. This may include appropriate local, state, national 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 expertise of the applicant, and*
- 2 *Eminence alone is not sufficient to grant equivalency. An application of equivalency based on eminence must be accompanied by conclusive evidence that the applicant exemplifies qualities of a college-educated person*



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*and brings the college-level knowledge and abilities. The applicant must provide documentation supporting the status of eminence.*

### ***Determination of Equivalency during the Initial Screening Process***

*The Office of Human Resources will determine initial equivalency using the standards set forth in this regulation. The hiring committee shall be formed in accordance with Faculty Selection Procedure in the appendices of the Agreement Between Compton Community College District and the Compton Community College Federation of Employees (Certificated Unit). The hiring committee will be provided with a copy of this procedure to inform their determination and to help ensure consistency in decision-making across divisions. If the hiring committee is not unanimous in its agreement about a candidate's initial equivalency, the candidate will not be interviewed.*

*The granting of equivalency to the minimum qualifications shall not be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for the given position.*

*When an applicant is granted equivalency and selected for an interview all documentation of equivalency will be included and kept with the applicant's hiring documents.*

### ***Equivalency Committee for Current Faculty***

*The Academic Senate shall establish an Equivalency Committee to make recommendations on matters of equivalency to the minimum standards for hiring of faculty.*

*The Equivalency Committee will determine whether initial equivalency decisions are being made in accordance with this regulation; whether the hiring committees are following the criteria for evidence of equivalency stated in this regulation; determine request by current faculty for equivalency; and recommend a list of discipline specific degree titles.*

*The Equivalency Committee shall consist of:*

- 1. Three (3) full-time members from the Faculty Service Area (FSA) or from a reasonably related area, recommended by Division Chair*
- 2. The Division Chair, who will chair the Committee*
- 3. The Dean for the discipline*

*If no division chair is available, Academic Senate President and CCCFE shall appoint a faculty member to Chair the committee*

*The Equivalency Committee shall have five members and convened when equivalency requests are made. The committee shall be established no later than thirty days after request is made. Equivalency requests will be reviewed within one month (during fall and spring semesters). Requests that are made during the winter or summer intersessions will be held until the following regular semester.*



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### ***Determination of Equivalency for Faculty***

*In the event that an existing faculty member wishes to assert equivalency in another discipline, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request, including relevant transcripts, to the Office of Human Resources.*

*On receipt of the application, the Vice President of Human Resources will contact the President of the Academic Senate and Vice President of Academic Affairs. The Equivalency Committee will be convened to review the material submitted by the applicant and to decide whether or not the equivalency should be granted. If the committee recommends equivalency, the decision will be forwarded to the Academic Senate for approval, reviewed by the President/CEO, and reviewed and approved by the Board of Trustees.*

*If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the Office of Human Resources.*

*All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential. All documentation of an equivalency request and the resulting recommendation will be kept in the faculty member's personnel file.*

*The granting of equivalency is on a case-by-case basis and does not set precedent for other equivalency decisions, however the Equivalency Committee will require consistency of application within a discipline.*