

Instructions:

- If you do not want to fill out the form using your computer, print the form, fill in all fields, and submit to Human Resources as indicated below
- In reviewing the applicant's equivalency materials, you are responsible for confirming that the applicant has provided sufficient evidence of equivalency and completing the criteria evaluation as defined below. After your review, this form should be forwarded to the Human Resources Department to be considered by the Equivalency Committee **ALONG WITH A MEMO SUMMARIZING YOUR RECOMMENDATION** and a copy of the job announcement for the position or pool.
- If you are filling this form out using a computer, begin by clicking your mouse in the "Applicant's Name" field then type in your information
- Use the "Tab" key to move to the next fields
- Complete the top half of the form and print it. The information you enter in each field cannot be saved like an ordinary text file
- Contact Sarah Hopkins in Human Resources at x4831 or [shopkins@santarosa.edu](mailto:shopkins@santarosa.edu) if you have any questions regarding this process.

APPLICANT'S NAME: \_\_\_\_\_

POSITION/POOL (including discipline): \_\_\_\_\_

**DEPARTMENT CHAIR / ADMINISTRATOR RECOMMENDATION**

- Applicant is claiming equivalency for the required Education and/or Experience
- **Academic preparation** that I consider equivalent; transcripts and/or certificates confirm the following:  

DEGREE :	TOTAL UNITS COMPLETED:
DEGREE :	TOTAL UNITS COMPLETED:
RELEVANT COURSEWORK:	
RELEVANT CERTIFICATES:	
- **Relevant professional/work experience** (teaching and non-teaching) that I consider equivalent; application materials confirm the following:  

Related Experience:	F/T	P/T
Related Experience:	F/T	P/T
TOTAL YEARS OF RELATED EXPERIENCE (full and part-time combined): _____		
- **Any other relevant accomplishments; specialized skills, knowledge and abilities; relevant memberships** that further qualify the applicant to be granted equivalency:

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**EQUIVALENCY COMMITTEE RECOMMENDATION**

- **Academic preparation** that I consider equivalent; transcripts and/or certificates confirm the following:  

DEGREE :	TOTAL UNITS COMPLETED:
DEGREE :	TOTAL UNITS COMPLETED:
RELEVANT COURSEWORK:	
RELEVANT CERTIFICATES:	
- **Relevant professional/work experience** (teaching and non-teaching) that I consider equivalent; application materials confirm the following:  

Related Experience:	F/T	P/T
Related Experience:	F/T	P/T
TOTAL YEARS OF RELATED EXPERIENCE (full and part-time combined): _____		
- **Any other relevant accomplishments; specialized skills, knowledge and abilities; relevant memberships** that further qualify the applicant to be granted equivalency:

EQUIVALENCY COMMITTEE RECOMMENDATION:

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF TRUSTEES RECOMMENDATION**

EQUIVALENCY Approved or Denied (If denied, please indicate reason(s) on an attached sheet)

Board of Trustee Approval Signature (by Superintendent/President): \_\_\_\_\_ Date \_\_\_\_\_

*HUMAN RESOURCES DEPARTMENT USE ONLY*  
 Attachments:  Equivalency Application  Job Announcement  Recommendation Memo  Applicant Notification

*This document and any attachments will become part of a Personnel file if hired by Santa Rosa Junior College.*