

## **Management Equivalency Guide for Hiring Committees and Management Equivalency Committees**

### **Equivalency for Education**

Candidates will demonstrate how their degree and/or combined college or university course work are equivalent to the Bachelors or Master's degree required.

Years of relevant and substantial professional/work experience specific to the key duties and responsibilities of the management position, should also be taken into consideration for candidates who do not possess the required education.

### **Equivalency for Experience**

Education applied towards experience in meeting minimum qual's will receive ½ credit as follows:

BA = 4 years college = 2 yrs full-time equivalent experience

MA = 2 years college = 1 yr full time equivalent experience

### **Equivalency for Certificates/Licenses**

Candidates will demonstrate how the license or certificate they currently possess is equivalent to the required certificate. Specific state certificate requirements cannot be waived. Education and/or experience may be able to be considered for certain certification/license requirements.

### **Educational Administrator Requirements**

For Educational Administrator positions requiring a candidate to meet the minimum qualifications for a current SRJC Faculty discipline, these candidates should be considered based on their qualifications to teach credit and/or non-credit courses.

### **Equivalency Approvals**

Management Employees who were previously approved for equivalency for management positions do not have to reapply for equivalency again if they apply for the same management position. Prior equivalency approvals are grandfathered in, unless there is a break in service from the time when the equivalency was previously approved.