

Instructions:

- 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 WORD DOCUMENT SUMMARIZING YOUR SUPPORT AND RECOMMENDATION.**

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:

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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

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 should be noted on the word document summary for support & recommendation.

EQUIVALENCY COMMITTEE RECOMMENDATION

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

EQUIVALENCY COMMITTEE RECOMMENDATION: Approved or Denied

BOARD OF TRUSTEES RECOMMENDATION

EQUIVALENCY Approved or Denied (If denied, please indicate reason(s) below.

Hiring Committee Chair Signature:

Faculty Committee Chair Signature:

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

Signatures will be added at the end of the process once a final decision has been made.

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