## What are minimum qualifications?

Prior to 1990, the K-14 Department of Education credentialing system governed the California Community Colleges. With the 1988 Community College Reform Act (Assembly Bill 1725), credentials were phased out in favor of a process for establishing minimum qualifications and a process for determining minimum qualifications via equivalencies that are at least equal to the state-adopted minimum qualifications for a particular discipline. As a result of AB 1725, all community colleges have policies outlining the application of minimum qualifications and a process for establishing equivalency to the minimum qualifications.

## What is equivalency?

Equivalency is the process that supports local California Community College hiring committees to consider faculty applicants who possess minimum qualifications of the discipline, as defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges – 2023 Handbook, or who may be in question or who are uncertain, but could meet the minimum qualifications through equivalency.

If you do not have the minimum qualifications as defined in the handbook, equivalency is an alternative way to show your skills and abilities to demonstrate your readiness to teach in a college discipline and program. In order to be considered for hiring, you must submit artifacts/evidence/documentation showing you possess the equivalent to the minimum qualifications for the job. It is the responsibility of each applicant to review the District's equivalency policy and procedures to ensure compliance and completeness of the equivalency application. Applicants with questions are invited to contact the Human Resources Department. You will also find links to helpful documents below.

## What documentation do I need to provide in order to justify my equivalency request?

In addition to submitting the Equivalency Application with your application for employment, the following documentation may serve as tangible artifacts/evidence to document discipline knowledge, experience, and achievements directly related to the required coursework and experience specified for minimum qualifications, as defined in the Handbook. Applicants for equivalency will provide evidence to support the claim that their knowledge, experience, and achievements demonstrate equivalence to the minimum qualifications requirements. Depending on the minimum qualifications of the job you are applying for, the following may serve as appropriate forms of evidence to support your equivalency application:

- Transcripts of education/degrees
- Licenses, diplomas, certificates of completion for training courses, workshops, etc.
- Industry-recognized credentials
- Military records
- Technical or professional writings

- Membership in professional organizations (including membership requirements for organizations)
- Verifications of employment; Skills/competencies from employers/supervisors
- Significant interests outside of work experience, such as community service

## What is the process for equivalency reviews?

The equivalency applications of candidates who are selected for interviews by the Screening and Interviewing Committee and who have completed an equivalency application are forwarded to the Faculty Equivalency Committee (FEC). In making its equivalency determination, the FEC will consider the candidate's documentation, the recommendation of the committee / department chair, and established standards for review. The FEC will then submit a recommendation to the President / Superintendent, who will make the final decision on behalf of the Board of Trustees in accordance with Board Procedures (see link below). Applicants will be notified of the final decision on their equivalency request prior to interview.

## Who should I contact if I have questions?

- SRJC Human Resources, 707.527.4954; Jamie Cook at jcook@santarosa.edu or Megan Napoli at mnapoli@santarosa.edu
- Faculty Equivalency Committee Chair, Nancy Persons, npersons@santarosa.edu

## Additional Resources:

- Career Technical Education Faculty Minimum Qualifications Toolkit
- Equivalence to the Minimum Qualifications – The Academic Senate for California Community Colleges (ASCCC)
- Equivalency Requirement: California Code of Regulations, Title 5, §53430
- SRJC Board Procedure 4.3.2bP: Equivalency of Faculty Qualifications
- SRJC Faculty Equivalency Application