

1.0 Minimum Qualifications for Faculty Hire

- 1.1 The minimum qualifications for hire are those included in the list of disciplines most recently adopted by the Los Rios Community College District Board of Trustees.

2.0 Criteria for Equivalencies

- 2.1 Equivalency criteria are common across the Los Rios Community College District according to the framework of minimum qualifications criteria. (See 3.0 below)
- 2.2 For disciplines requiring a master's degree, the applicant must possess at least a bachelor's degree with either graduate course work or verifiable experience depending upon the discipline being considered. For disciplines which do not require a master's, the applicant must possess at least an associate degree to demonstrate the breadth required of a college instructor.
- 2.3 These criteria, together with records of past equivalency decisions in the discipline, will be made available as needed to the screening committees to aid in their deliberations.

3.0 Framework for Minimum Qualifications Equivalency Criteria

- 3.1 Because the State has established two (2) sets of disciplines, one using the master's degree for subject areas where a master's degree is generally available, and one not using the master's degree for disciplines where proficiency is frequently gained outside a degree track, the District framework for minimum qualifications' equivalency contains two sets of criteria. All degrees and course work must be from colleges/universities accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. An accredited institution is not an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.
 - 3.1.1 For Disciplines Requiring the Master's Degree
 - 3.1.1.1 Master's degree in any discipline, plus course work equivalent to a graduate major in the discipline of the assignment. (30 semester units of graduate and upper division units, of which at least 15 units must be graduate.)
 - 3.1.1.2 Bachelor's degree in the discipline of the assignment, plus additional post baccalaureate course work equivalent to a graduate major in the discipline of the assignment. (30 units of upper division and graduate units, of which at least 15 units must be graduate.)

3.1.1.3 For the Performing Arts: A bachelor's degree in the discipline plus advanced degree from an institution specific to that art, or four (4) years of professional experience in the discipline.

3.1.1.4 A bachelor's degree in the discipline, plus licensure by an appropriate state agency, plus at least two (2) years of professional experience unless specifically precluded by the adopted list of disciplines.

3.1.1.5 Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education (equivalent to the eminence credential).

3.1.2 For Disciplines Not Requiring the Master's Degree

3.1.2.1 Bachelor's degree in a discipline reasonably related to the discipline of the assignment, plus two (2) years of full-time teaching experience in the discipline of the assignment at an accredited institution, plus appropriate certification to practice or licensure, if available.

3.1.2.2 Bachelor's degree in any discipline, plus course work equivalent to a major in the discipline of the assignment, plus two (2) years of occupational experience related to the discipline of the assignment or two (2) years of teaching experience in the discipline of the assignment, plus appropriate certification to practice or licensure, if available.¹

3.1.2.3 Associate degree containing at least 60 units in any discipline, plus graduation from an institution specific to that field, plus two (2) years of professional experience in the discipline, plus appropriate certification to practice or licensure, if available.¹

3.1.2.4 A completed Associate degree containing at least 60 units in any discipline, plus course work equivalent to a major in the discipline of the assignment, plus six (6) years of occupational experience related to the discipline of the assignment or six (6) years of full-time teaching experience in the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent, if available.¹

3.1.2.5 Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education (equivalent to the eminence credential).

¹ Teaching and occupational experience may be combined to total the required number of years; all experience must have taken place within the ten (10) years preceding the date of application with at least one (1) year of qualified experience occurring within the three (3) years immediately preceding the date of application.

4.0 The Job Description/Announcement

- 4.1 The established minimum qualifications for the position will be listed in the job description/announcement. The District criteria for equivalency will be available at the Human Resources Department. A statement will be included requiring all candidates who do not possess the Los Rios minimum qualifications to indicate in the application material how they meet the equivalent qualifications for the position and to provide supporting documentation.

5.0 Human Resources—Prescreening

- 5.1 Any applicant who fails to provide evidence to support his/her claim of a credential, or of minimum qualifications, or of equivalency may be eliminated from the applicant pool.
- 5.2 District Human Resource staff will verify that applicants claiming an appropriate credential do in fact have the appropriate credential, or that applicants claiming the required minimum qualifications show the appropriate degrees on their transcript. If there is an experience requirement, District Human Resource staff will verify that the applicant has the required number years of experience, but will make no attempt to judge if the experience is appropriate.
 - 5.2.1 If the applicant claims to possess the minimum qualifications, but the degrees are not exactly those listed in the District minimum qualifications, that application shall be considered under the equivalency process even though the applicant did not claim equivalency.
 - 5.2.2 All applications which satisfy the credentials requirement or the District minimum qualifications requirement will be forwarded to the college screening committee.
- 5.3 District Human Resources staff will screen the remaining applications to determine whether or not the applicants meet the equivalency criteria contained in 3.0. Applications that meet these criteria will be forwarded to the college screening committee.

6.0 Equivalency Committees

- 6.1 In making equivalency decisions, the committees will rely primarily on the advice of the expert faculty from the discipline or closely related disciplines.

7.0 Faculty—Initial Hiring

- 7.1 The screening committee for each vacancy is charged with determining equivalency. The committee may decide to have a subset of the committee perform this function, but such a subcommittee must consist of at least three faculty members and the Area Dean from the discipline.

- 7.2 In cases where there are fewer than three members from the discipline on the screening committee, the screening/equivalency committee shall be augmented by faculty from the discipline where available, faculty from closely related disciplines, or faculty in the discipline from another college. If there are fewer than three members of the discipline at the college willing to serve on the screening committee, the Academic Senate President shall consult with the Department Chair or designee, if one is available, to determine who will augment the screening committee.

8.0 Equivalency Decisions for current District Employees

- 8.1 The Director of Human Resources will request the formation of a district equivalency committee when a current District employee applicant does not possess the District's minimum qualifications and is requesting an equivalency. Applicants must meet at least one of the criteria of paragraph 3.0 to be considered.
- 8.2 The District Academic Senate President, in consultation with the appropriate Area Deans from each college and the college academic senate presidents, will form a committee consisting of one faculty member from the discipline from each college and the Area Deans from each college.
- 8.3 In cases where a college does not have a faculty in the discipline, the equivalency committee shall be augmented by faculty from the discipline where available, faculty from closely related disciplines, or faculty in the discipline from another college. The District Academic Senate President shall consult with the college academic senate presidents and the Area Deans to determine who will serve on the screening committee.

9.0 Other Equivalency Decisions (Administrators' assignment to Faculty, FSA's for Los Rios Employees, etc.)

- 9.1 The Director of Human Resources will request the formation of an equivalency committee when the need arises outside the regular hiring process. Applicants must meet at least one of the criteria of paragraph 3.0 to be considered.
- 9.2 The Academic Senate President and the Area Dean will form a committee consisting of at least three faculty members from the discipline and the Area Dean.
- 9.3 In cases where there are fewer than three members from the discipline on the screening committee, the equivalency committee shall be augmented by faculty from the discipline where available, faculty from closely related disciplines, or faculty in the discipline from another college. The Academic Senate President shall consult with the Area Dean to determine who will serve on the screening committee.

10.0 Equivalency Committee Responsibilities

- 10.1 The equivalency committee will determine those applicants who meet the equivalency based on criteria established in 3.0. An applicant receiving a positive equivalency ruling at one college is then considered qualified in that discipline on a District-wide basis, subject to verification by the Human Resources Department that the recency provision of 3.0 has been satisfied.
- 10.2 The equivalency committee will keep records of decisions and the justification for each decision. Copies of these records will be sent to the Human Resources Department or future reference. Applications for which the equivalency committee finds the qualifications to be non-equivalent will also be returned to District Human Resources staff with the reasons for rejecting the equivalency.
- 10.3 Equivalency committees must take caution to assure that consistency is applied to all decisions regarding equivalency.
- 10.4 The Area Dean will maintain records of past decisions of the equivalency committees and provide copies of those records to new committees as needed.
- 10.5 All deliberations of the equivalency committees and all records involved in the proceedings shall be confidential.

11.0 Evidence of Equivalency

- 11.1 Conclusive evidence of equivalency shall include:
 - 11.1.1 A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
 - 11.1.2 Publications that show a command of the major in question.
 - 11.1.3 Other work products that show a command of the major or occupation in question.
 - 11.1.4 For fields where practical experience can be considered the equivalent to an advanced degree (i.e., the performing arts), evidence of appropriate experience.

(Although the forms of evidence named above are desirable, other evidence may be considered.)

- 11.2 For the candidate selected to be invited for interview, the District minimum qualification equivalency form (P-38) must be completed and signed by the Area Dean or management designee and the Department Chair or designee or a faculty member chosen by the faculty on the committee.
 - 11.2.1 No candidate for a full-time position shall be recommended as a finalist to the President without meeting the minimum qualifications or having been

verified as meeting the equivalency by submission of form P-38 with appropriate faculty and management signatures.

- 11.2.2 No candidate for part-time employment shall be hired without either meeting the minimum qualifications or having been verified as meeting the equivalency by submission of form P-38 with appropriate faculty and management signatures.

12.0 Application

- 12.1 This procedure applies to the hiring of both part-time and full-time faculty. Exceptions occur when last-minute hiring decisions about part-time faculty must be made when few full-time faculty are available (emergency hire). However, when the emergency hire provision is invoked, the candidate must be selected through the appropriate interview process before he/she is hired for a subsequent academic term. The Academic Senate President shall be informed in writing by the college instruction office within ten days of the appointment of each person hired under this emergency provision.

13.0 Review

- 13.1 This procedure will be reviewed every three years. If any problem arises, the Chancellor or any Faculty Senate may request a review at any time. The District Faculty Senate acting jointly with the Chancellor shall be responsible for forming the review committee.

(Formerly R-5121)

LRCCD

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