

Request for Equivalency Approval Form: Non-Master's Requiring Disciplines

Contra Costa Community College District

Name of Applicant: _____

Discipline Applying For: _____

College Applying To: Contra Costa College Diablo Valley College Los Medanos College

Please refer to the [Minimum Qualifications for Faculty in California Community Colleges](#) and check one of the boxes below to indicate the above discipline's degree and professional experience requirements.

DISCIPLINE REQUIRING A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE AND PROFESSIONAL EXPERIENCE:

The minimum qualifications for disciplines on this list are specifically named bachelor's degree(s) or higher and two years of professional experience, and/or other specifications as noted, or specifically named associate degree(s) and six years of professional experience. The professional experience required must be directly related to the faculty member's teaching assignment. Professional experience is required when the applicant possesses a master's degree. Reference California Code of Regulations, title 5 §53404 for definitions of Occupational and Professional Experience located in the Statutory Laws and Regulations section of the [Minimum Qualifications for Faculty in California Community Colleges handbook](#).

DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE: The minimum qualifications for disciplines on this list are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment. Newly adopted title 5 §53413 regulations modified and expanded revisions to minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards. The list of areas included in the discipline is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included. Reference California Code of Regulations, title 5 §53404 for definitions of Occupational and Professional Experience located in the Statutory Laws and Regulations section of the [Minimum Qualifications for Faculty in California Community Colleges handbook](#).

CANDIDATE MEETS EQUIVALENCY STANDARDS FOR THIS DISCIPLINE BASED ON THE FOLLOWING:

(transcripts, work experience verification and other relevant documents must be attached to grant equivalency)

DISTRICT DISCIPLINE EQUIVALENCY STANDARDS: PER THE [4CD UNIFORM SELECTION EMPLOYMENT GUIDE](#)

REQUIREMENTS FOR DISCIPLINES NOT REQUIRING THE MASTER'S

The minimum standards shall be the BA/BS from an accredited institution, plus two years of documented experience in the subject matter area OR an AA/AS degree from an accredited institution plus six years of documented experience in the subject matter area.

For the AA/AS Degree Plus Six Years of Experience

The candidate making the claim of equivalent qualifications must provide conclusive evidence regarding A and B below (minimum qualifications include A1 AND B1, plus some combination of A2 and B2):

A. Degree Requirements

1. GE Requirements

The general education requirements shall be those of a current AA/AS degree as adopted by any college in the District.

2. Additional Degree Requirements

Additional education to include a combination of college semester units and/or industry training in the discipline or a related discipline, equivalent to 24 semester units (each unit of credit is equal to 54 hours of training).

B. Occupational Proficiency

3. Shall have occupational proficiency in the vocational subject assigned commensurate with the grade of difficulty level of instruction. Evidence of occupational proficiency will be based upon at least two years of recent work experience, calculated either consecutively or cumulatively, which is directly related to the occupation to be taught or upon evidence of equivalency proficiency. ([California State Plan for Career Technical Education](#))
4. The equivalency of four years of documented experience that demonstrates possession of thorough and broad skill and knowledge for each of the following as separate and District criteria:
 - a. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline.

PLUS

- b. Extensive and diverse knowledge of the working environment of the vocation.

Department/Discipline Equivalency Standards (If relevant, please list any degrees and/or disciplines that Department/Discipline Faculty have determined equivalent to those listed in the Minimum Qualifications handbook):

Degrees and/or Course Work that allow candidate to meet equivalency standards:

Work Experience: (Note that this applicable only for Ethnic Studies and Career Education faculty hires)

EMINENCE:

Eminence and experience are not synonymous, though a candidate with eminence will clearly have significant experience in the field. Eminence, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. Clear and verifiable eminence in the discipline may be acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products (such as published works or invited presentations to discipline related professional organizations) that would require a depth and breadth of knowledge in the discipline comparable to the degree-level work. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. Eminence alone is

not sufficient to grant equivalency. The applicant must provide clear and preponderant evidence of their understanding of the principles of teaching and that they possess the skills necessary to teach effectively at the community college level. Recognition of eminence must extend beyond the geographic area of the District.

Description of how applicant is eminent in this discipline:

Please note: Per CCCC Hiring Guidelines, each department will form an equivalency committee consisting of department faculty and one representative from within the division. Where departments and divisions are the same, the division representative should be selected from a different subject area within the division. **This means that a minimum of two one faculty NOT ON THE HIRING COMMITTEE (paper screening or interview) must review the requests for equivalencies.**

Department Equivalency Committee Verification Signatures:

Equivalency Committee Member 1: _____ Date: _____

Equivalency Committee Member 2: _____ Date: _____

Faculty Lead of Paper Screening (If full time hire): _____ Date: _____

Faculty Department Chair (If part time hire): _____ Date: _____

Forwarded to the Academic Senate President: _____ Date: _____

Approved

Not Approved

Reason:

Academic Senate President: _____

Date: _____