

# Request for Equivalency Approval Form: 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

Minimum Qualifications for Faculty in California Community Colleges (wording must be copied directly from the [State Chancellor's Office Handbook on Minimum Qualifications](#))

**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)

**MASTER'S DEGREE EQUIVALENCE:**

The employee or applicant possesses a Master's or Ph.D. degree or degrees with similar content to those listed for the relevant discipline; or the name of the degree(s) is slightly different to that specified on the current [Disciplines List in the Minimum Qualifications for Faculty and Administrators in California Community Colleges](#), but the degree area of expertise or the coursework is close or the same.

**REQUIREMENTS FOR DISCIPLINES REQUIRING THE MASTER'S**

For establishing the equivalent of the master's degree, possession of at least the equivalent in the level of achievement, breadth, depth, and rigor of understanding is required.

The candidate making the claim of equivalent qualifications must provide conclusive evidence regarding I and II below:

- I. General Education Requirements BA/BS degree
- II. Major Requirements for Disciplines Requiring the Master's

The equivalency process will recognize primary and related discipline areas, i.e., before and after the first "OR" as identified on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

- A. To be deemed equivalent, using a primary discipline area, i.e., those before the first "OR" on the list of discipline areas, the applicant must possess:
  - 1. A Bachelor's degree from an accredited institution in any discipline or discipline areas identified on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

PLUS

- 2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) from an accredited institution in one or more of the primary discipline areas included in the discipline for which the applicant is applying for equivalency;

OR

- 3. Some combination of additional course work or documented study, in the discipline, primary or a related discipline, areas included in the discipline for which the applicant is applying for

equivalency and verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a master's degree in one of the related discipline areas in achievement, breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some coursework.

1. To be deemed equivalent, using a related discipline, i.e., those after the first "OR" on the list of the disciplines, the applicant must possess:
  1. A Bachelor's degree from an accredited institution in any of the primary disciplines or discipline areas included in the discipline for which the applicant is applying for equivalency listed on the Board of Governors list of disciplines and discipline areas, including subsequent revisions.

PLUS

2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) from an accredited institution in one or more of the primary discipline areas included in the discipline for which the applicant is applying for equivalency;

OR

3. Some combination of additional course work or documented study, in the discipline, primary or a related discipline, areas included in the discipline for which the applicant is applying for equivalency and verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a master's degree in one of the related discipline areas in achievement, breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some coursework.

**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 section is applicable only for Ethnic Studies 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 CCCCD 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 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:

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Forwarded to the Academic Senate President: \_\_\_\_\_ Date:

Approved

Not Approved

Reason:

Academic Senate President: \_\_\_\_\_ Date: \_\_\_\_\_