

**FACULTY SERVICE AREA MINIMUM QUALIFICATION
AND EQUIVALENCY**

AP No. 7211

Board Reviewed: 10/15/2020

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- I. Minimum qualifications and equivalencies
 - A. Faculty shall meet the minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.
 - B. According to Education Code § 87359 individuals who do not possess the minimum qualifications for service may be hired as faculty members, if they possess “qualifications that are at least equivalent to the minimum qualifications.”
 - C. Any process developed to determine equivalencies “shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the Board of Governors” (Education Code § 87359, Title 5 § 53430).
 - D. Minimum qualifications (MQs) are the criteria by which faculty (Title 5, § 53402) are able to be hired in order to teach in the state of California (Title 5, § 53405). The state sets the MQs via a process facilitated by the Academic Senate of California Community Colleges (ASCCC); the MQs for all disciplines are maintained by the state Disciplines List (Title 5, § 53407). Local districts may apply additional MQs as they deem necessary, but local MQs may not be lower than the state standard. All faculty who teach in any discipline, whether full-time or part-time, must meet the MQs for their discipline prior to teaching; if faculty do not meet MQs, the units for the course that is taught are not valid (Title 5, § 53406). Not-for-credit (corporate and/or community education) instruction does not require MQs for hiring.
 - E. The equivalency process is not intended to raise or lower MQs and exists to recognize alternate methods to become qualified. Upon determining equivalency, the individual is deemed qualified to teach in the discipline for which equivalency was granted. A determination of equivalency does not

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guarantee an interview, employment, or reassignment. The determination of equivalency establishes that the individual meets the MQs for the position and does not bestow rights to any position or process. The granting of an equivalency is on a case-by-case basis and does not establish precedent for future applicants.

II. Equivalency oversight task force

A. An equivalency oversight task force shall be convened, as needed, to:

- Recommend all established equivalencies to the Board of Trustees
- Clarify criteria to be used for determining equivalency
- Work with disciplines to review all established equivalencies for currency and accuracy at least every four years
- Periodically review equivalency procedures and recommend necessary changes to the Academic Senate and Board of Trustees

B. The task force shall consist of five members appointed by the Academic Senate, one non-voting representative from Human Resources, and one non-voting representative from the Office of Academic Affairs. This committee shall be convened by the Academic Senate President as needed to conduct a review of established equivalencies or when issues arise regarding the equivalency process.

III. Confirmation of equivalencies

A. Any new or updated equivalencies shall be forwarded to the Board of Trustees for final approval.

IV. Faculty service area

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- A. Per Board Policy 7211, the faculty service area (FSA) of faculty members shall be registered with the Office of Human Resources upon hire or upon qualifying for them. After initial employment, faculty members may apply to the District to add faculty service areas for which they qualify. Applications must be submitted by February 15 of any academic year in order to be considered in any proceeding during the academic year in which the application is received. At least one month prior to December 15 of each academic year, the Human Resources Office will notify faculty members of the opportunity to and process for applying for an additional faculty service area.

V. Sources/references

- A. Title 5 Section 53400 et seq.
- B. Education Code Sections 87001, 87003, 87356, 87359