

BAKERSFIELD COLLEGE EQUIVALENCY PROCEDURES

SECTION 1 PHILOSOPHY

- 1.1. The equivalency process will enable the college to maintain academic integrity, not by waiving minimum qualifications, but by facilitating the hiring of qualified individuals.
- 1.2. Faculty, with their professional expertise, are best able to determine whether a candidate's qualifications are the equivalent of the minimum qualifications.
- 1.3. The equivalency process allows applicants who provide evidence that they have education or experience at least as good as that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

SECTION 2 CRITERIA FOR DETERMINING EQUIVALENCIES TO MINIMUM QUALIFICATIONS

- 2.1. Equivalency will be determined by the application of one or more of the following criteria, based on Board Policy Procedures.
- 2.2. Except in special cases, Degree Equivalence shall be provided based on evidence of coursework completed at postsecondary institutions, including general education and the major required for the degree.
- 2.3. In special cases, Professional Achievement Equivalence based on experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree, in accordance with current law.
 - 2.3.1. For the equivalent of the required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered. However, there must be evidence of mastery of general education skills, including competency in reading, written expression at the level of Freshman Composition, and math at the level of Intermediate Algebra.

SECTION 3 EVIDENCE TO SUPPORT EQUIVALENCE

- 3.1. One or more of the following are needed to support equivalence criteria:
 - 3.1.1. Official transcripts showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
 - 3.1.2. A certificate(s) and/or other document(s) showing that appropriate workshops, seminars, etc., were successfully completed.
 - 3.1.3. A detailed work history, including references.
 - 3.1.4. Academic, artistic, or vocational products.
- 3.2. For those candidates deemed qualified according to the evidence, a written record of evidence of equivalence shall be kept.

SECTION 4 SENATE EQUIVALENCY COMMITTEE MEMBERSHIP AND MEETINGS

- 4.1. The Senate Equivalency Committee shall be appointed by the Senate President with approval by the Academic Senate.
- 4.2. The Senate Equivalency Committee shall consist of at least five but no more than seven faculty members with one representative from Career and Technical Education (CTE) and the Vice President of Instruction (or presidential designee), **who will have voice but no vote**. Additional voting members for each applicant decision shall include the Department Chair (or designee) and a faculty discipline expert from the discipline under consideration.

- 4.3. The Senate Equivalency Committee will meet regularly during the fall and spring semesters.
 - 4.3.1. The Senate Equivalency Committee may meet more often if needed.
 - 4.3.2. The Senate Equivalency Committee may meet during the summer as needed to support screening committee work during the summer. Equivalency Committee members appointed in Fall and Spring will continue their term through the summer. Summer work will be compensated via a stipend at the contractual non-contract service hourly rate (CCA Agreement Article 11 - Appendix D)
- 4.4. The chair of the Senate Equivalency Committee shall be appointed by the Academic Senate President with approval by the Academic Senate. The chair will serve a three-year term and can be appointed to additional terms.
- 4.5. Members will serve two-year terms and can be appointed to additional terms.
- 4.6. There will be no proxy votes. Members must be present at the meetings to engage in the discussion of the applications.
- 4.7. Members who are absent for three meetings in the regular Academic Year (fall and spring semester, exclusive of winter break and summer) will be removed from the Equivalency Committee and a replacement appointment will be made by the Academic Senate to complete that member's term.

SECTION 5 SCREENING COMMITTEE PROCEDURES

- 5.1. Applications of individuals who meet screening committee criteria and have requested equivalency shall be forwarded to the Senate Equivalency Committee for review. The discussion of the details of specific applications are confidential, and will be discussed during closed session. Following the closed session, the committee will report the general findings in public session, reporting only those who have been granted equivalency. Records and minutes of the closed session will be retained, but kept confidential as they are considered confidential personnel data.
- 5.2. The Senate Equivalency Committee's final recommendation, in affirmative cases, shall be forwarded to the screening committee and Academic Senate, who will report to the Board of Trustees via Human Resources. Human Resources will include the affirmative equivalency determination in the hiring packet sent to the Board of Trustees for approval. A written rationale and evidence shall accompany the approved applications. In cases where equivalency is not granted, the committee will report to the screening committee.
- 5.3. The Senate Equivalency Committee shall evaluate the request using the criteria in Section 2 and the evidence in Section 3. At least six members of the Senate Equivalency Committee must agree with the request in order for equivalency to be approved.
- 5.4. In special cases, when regular contract faculty are off contract and not available, the Senate Equivalency Committee chair may meet with the area dean and appropriate department chair to review applications and make a preliminary determination as to equivalence. Criteria in Section 2 and evidence in Section 3 will be used to make the determination.
 - 5.4.1. When a preliminary determination of equivalence is made, the decision will be reviewed by the Senate Equivalency Committee for final determination at their next regularly scheduled meeting.
- 5.5. The Academic Senate may present its views to the Board of Trustees regarding each specific case of equivalency, being mindful of the confidentiality of each application. This shall be done before the Board makes its decision. In all affirmative cases, the Academic Senate will forward the Equivalency Committee's final recommendation to the Board of Trustees.

SECTION 6 PROCEDURE FOR CONTRACT FACULTY TO QUALIFY IN A DISCIPLINE [FACULTY SERVICE AREA (FSA)]

- 6.1. Faculty seeking to qualify in a discipline through equivalency shall submit a request to the Senate Equivalency Committee.
- 6.2. The request shall refer to the equivalency criteria and include a rationale and supporting evidence.
- 6.3. The Senate Equivalency Committee shall evaluate the request using the criteria in Section 2 and the evidence in Section 3.
- 6.4. If the Senate Equivalency Committee approves the request, it shall forward its written recommendation, including the reasons for determining equivalency, to the Academic Senate who will report to the Board of Trustees via Human Resources. Human Resources will forward the packet to the Board of Trustees for approval.
- 6.5. The Academic Senate may present its views to the Board of Trustees regarding each specific case of equivalency. This shall be done before the Board makes its decision. In all affirmative cases, the Academic Senate will forward the Equivalency Committee's final recommendation to the Board of Trustees.
- 6.6. If the Senate Equivalency Committee does not approve the request, it shall confer with the faculty member to explain its reasons for not doing so and give the faculty member an opportunity to present further reasons and evidence.
- 6.7. If after conferring with the faculty member the Senate Equivalency Committee does not approve the request, it shall notify the faculty member in writing and shall include its reasons for not approving the request.

SECTION 7 REVIEW AND REVISION

- 7.1. These equivalency procedures shall be subject to review and revision at any time by the Academic Senate.