

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the District's Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if: 1. degrees are not in exact discipline required, 2. if degree is in progress, 3. if degrees were earned at a college/university not accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education, and/or 4 if degrees were earned at a college/university outside of the U.S.

Candidates with foreign degrees must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.

IMPORTANT NOTES ON EDUCATION REQUIRED QUALIFICATIONS

Degree(s) must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education. All degrees and credits earned outside the United States must have a U.S. evaluation (course by course) of the transcripts and must be submitted with the application.

San Jose/Evergreen Community College District

Academic Equivalency Process

Adopted by the Governing Board January 11th, 2000

Overview

This document contains the procedures and standards to be used by the District to determine Academic Equivalency in a uniform, fair, and equitable manner.

This process will be used when the District receives an application for employment or a transfer to another subject area from an applicant that does not exactly meet the subject area requirements, or has a foreign degree, yet claims equivalency on the basis of education or experience.

This equivalency process is intended neither to raise nor to lower standards from the minimum qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications.

Please note that it is the responsibility of the applicant or employee to provide conclusive written evidence that he or she has the education or experience at least equal to the minimum standards for the defined subject area of the application.

It is vital to remember that minimum qualifications and equivalency are the same whether a position is full-time or part-time. The definitions of minimum qualifications are those currently defined by the California Community College system.

The equivalency procedures outlined herein shall be included as part of the "cover sheet" on each application. This "cover sheet" shall be prepared by HR in consultation with the Academic Senates.

Procedures for Determining Academic Equivalency

1. Candidates for all District Faculty positions and those current faculty who are making application to serve in an academic position outside of their current service areas (as defined by the F.A. contract) are subject to all applicable provisions herein.
2. Equivalency Committee Composition
 - a) For full-time academic positions both tenure track and temporary (e.g. sabbatical replacements, "soft-money" categorically funded positions), in/out house:

The equivalency committee shall be composed of the academic members of the screening committee (this should include at least one faculty member currently qualified in the subject area of the position to be filled) and the Dean of the affected division.

- b) For part-time academic positions, whether from outside the District or requested by a current academic employee seeking a change in subject area as determined by the current Faculty Association contract:

The equivalency committee shall be composed of:

- a. The Division Dean or his/her appointee
- b. Two faculty members from a Division pool pre-approved by the Academic Senate and, if possible, both tenured and from the department in question
- c. If one or both faculty members are not available from the division pool, they may be appointed or replaced by the Academic Senate President or designee.

- 3) A quorum of an equivalency committee shall be three members. All members shall be notified of the need for a meeting as soon as possible by the Dean of the division (or designee).
- 4) Equivalency committees shall meet together face to face in order to facilitate any necessary discussion of academic qualifications.
- 5) Equivalency committee meetings shall be closed and confidential.
- 6) After the committee has made a decision about the application for equivalency, the Division Dean shall send a copy of the "cover sheet for each applicant to both the Academic Senate and Human Resources. The cover sheet shall include the names of the committee members and the vote-count of any action taken. If equivalency is denied, reasons for such decision should be recorded on the cover sheet. If an applicant does not meet equivalency, his or her application shall be returned to Human Resources (for full-time applicants) or to Hourly Personnel Services (for part-time applicants).
- 7) The Academic Senate President shall sign off that the process was in order. If the Academic Senate President does not sign off, he/she shall list reasons for the denial, including relevant procedural or reasons or reasons of appropriate qualifications.
- 8) The faculty service areas used for judging academic qualifications will be those agreed to in the current Faculty Association contract.

- 9) For establishing an equivalency to the required degree and experience, the applicant must demonstrate a level of achievement, breadth and depth of understanding, evidence of general education, academic preparation, and/or experience in one or more of the following categories:
- a) Official transcript(s) showing the appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
 - b) Relevant research publications that show a command of the major in question.
 - c) Skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development in the field or training.
 - d) Verification of employment history/instruction and curriculum development in the area of expertise.

10) Equivalency Standards for Disciplines Requiring a Master's Degree

The candidate making the claim of equivalent qualifications must provide conclusive evidence of the following:

- A) BA/BS degree in the discipline in which the candidate is seeking to be hired or a related discipline
PLUS
Thirty (30) additional units of upper division or graduate course work in the discipline or a related discipline, from an accredited institution.

OR

- B) Any combination of course work, documented study in the discipline, verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a Master's Degree in breadth, depth, and rigor. Appropriate licensure from professional state or national boards may be deemed equivalent to some course work.

12) Minimum Equivalency Standards for Disciplines Not Requiring a Master's Degree

The minimum standards shall be the BA/BS from an accredited institution, or equivalent foreign degree, plus two years of documented professional experience in the subject matter area plus appropriate certification to practice or licensure or its equivalent, if available, 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 qualification must provide conclusive evidence in regard to A and B and C (below).

A) Degree Requirements:

General Education requirements: The general education requirements shall be those of a current AA/AS degree as adopted by the District.

PLUS

B) Occupational Proficiency:

Occupational proficiency in the assigned vocational subject, evidenced by at least two years of relevant work experience directly related to the occupation to be taught or upon evidence of equivalent proficiency.

PLUS

C) 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.)

To access the Equivalency Application Form, [click here](#)

Evaluation Services for Foreign Degrees:

International Education Research Foundation
(1 day service available, approximately \$350)
310-258-9451 or 310-390-6276

Center for Applied Research, Evaluation, and Education
562-430-1105

World Education Services
<http://www.wes.org/>
(408) 796-7756

NACES (National Association of Credential Evaluation Services)

International Institute of California (IIC)
3550 Stevens Creek Blvd., Suite #310, San Jose, CA 95117
www.iicus.com
(Same day service available, approximately \$300 as of 10/13)
Phone: (408) 249-1505
Fax: (408) 249-3187
Email: mulu@iicus.com