

**Kern Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies**

**References:**

Education Code Sections 87001, 87003, and 87743.2; Title  
5 Sections 53400 et seq.;  
ACCJC Accreditation Standard III.A.2-4

**Faculty Service Areas**

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

**Minimum Qualifications**

Faculty shall meet 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.

**Equivalencies**

**Equivalency Committee** – An academic senate equivalency committee shall be established at each college to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "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 employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.

- Periodically review this procedure and recommend necessary changes to the Academic Senate.
- Make equivalency recommendations in a fair, consistent, and reasonably timely manner, including during intersessions as necessary
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### **Determination of Equivalencies**

The purpose of equivalency is to ensure the maintenance of a professional and highly qualified staff.

The governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed possesses qualifications that are at least equivalent to the applicable minimum qualifications.

The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to 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.

For faculty assigned to teach upper-division courses in a baccalaureate degree program, equivalency is not permitted for the bachelor's degree required under Title 5 Section 53410.

Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.

In special cases, 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.

For the equivalent of 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.

In no case shall an equivalency be interpreted to mean a waiver.

Each college's academic senate is responsible for developing and for consistently and uniformly following a process that results in a recommendation to the College Chief Instructional Officer.

Final recommendations for equivalency shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees. Once approved by Trustees, the Faculty Service Areas list will be updated.

The academic senate be provided with an opportunity to present its views on each individual equivalency determination to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review.

## Equivalency Criteria

Equivalency criteria for use in determining minimum qualifications follow:

### (A) Formal education equivalent to the Degree

#### (1) Formal education equivalent to the Master's Degree:

A Master's Degree in teaching in the discipline

A Master's Degree in Education, with substantial graduate units in the discipline

Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline

#### (2) Formal education equivalent to the Bachelor's Degree:

At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate

#### (3) Formal education equivalent to the Associate Degree:

At least sixty (50) approved units, including general education, as defined in the following guides published by the American Council on Education:

- The Guide to the Evaluation of Educational Experience in the Armed Services
- The National Guide to Educational Credit for Training Programs

### (B) Non-Formal Education Equivalencies to the Degree

(1) Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism

(2) Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications.

(3) Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books

(C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.