

# Clovis Community College

## Equivalency Committee Operating Agreement

**Clovis Community College Mission Statement:** Creating Opportunities – One Student at a Time

- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycle of research and innovation focused on learning and student outcomes.

**Accreditation Standard**

## PURPOSE

The Equivalency Committee is charged by the Clovis Community College Academic Senate with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook. As specified in California Education Code (§ 87359) and Title 5 of the California Code of Regulations (§53430), equivalency committees at the various California Community Colleges shall have the **primary responsibility to approve or deny petitions for equivalency submitted by potential full-time or part-time faculty members**. As applied, this means that an applicant for a certificated position who *does not* hold the degrees specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, must submit a petition for equivalency. By submitting this petition, the applicant is asserting that, through various means, he/she has gained sufficient knowledge to make him/her *equal to a person who meets the specified minimum qualifications*.

## PRODUCT

1. Approval or denial of petitions for equivalency
2. Forms/ grids/ matrices that are needed for the process of petitioning for equivalency as approved by the Academic Senate shall be created and maintained by the committee.
3. Reports for the Academic Senate as needed or requested by the Academic Senate.
4. Outgoing report from committee chair to new chair of committee when necessary.
5. Interaction with state representative to academic senate regarding changes to minimum qualifications defined by the state chancellor's office.

## JURISDICTION

Equivalency Committee coordinates, oversees, and reports on the petitions for equivalency that are specific to certificated positions at Clovis Community College, and falls under the governance of the Clovis Community College Academic Senate.

## DUTIES AND FUNCTIONS

1. The Clovis Community College Academic Senate charges the Equivalency Committee with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (see supporting documents below).
2. As per the AR 7120 section 8 the departments (see supporting documents below) will determine if an applicant meets the equivalency standards as defined by the department. The Equivalency Committee will validate that determination. Equivalency may only be granted if both the department and Equivalency Committee agree.
3. The term "departments" as used should be interpreted as "disciplines" or "divisions". Faculty (tenured when possible) in the appropriate discipline should complete the

determination for equivalency through the Equivalency Committee for recommendation of support or denial. Reporting of finding will be reported directly to the Academic Senate.

4. The Equivalency Committee shall have sole responsibility to recommend forms to the Academic Senate for petitioning for equivalency and forms for appealing a denied petition. These forms shall be published and made readily available. The Academic Senate shall modify these forms as deemed necessary, and may request suggestions or recommendations for such modification from the Equivalency Committee.

## **MEMBERSHIP**

1. The Equivalency Committee shall have up to a total of seven (7) members or number established by the Academic Senate, including the Chair. The President of the Academic Senate, with the advice of the Academic Senate Executive Committee, shall appoint the Equivalency Committee membership. The Equivalency Committee membership should include certificated full-time faculty representatives of academic and vocational programs.
2. Equivalency Committee members shall serve a two academic year term and be available for committee work falling into the summer as needed. A member may serve multiple consecutive terms, although rotating membership is encouraged. No more than 4 new members should be added at the beginning of a new academic year.
3. In the event that a member can no longer serve on the Equivalency Committee, the Senate President, with the advice of the Academic Senate Executive Committee, shall appoint a replacement. In making appointments, the Senate President should attempt to maintain representation with respect to disciplines when appointing replacements.
4. Each member of the Equivalency Committee will be provided with the current copy of the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (see supporting documents below), which outlines the basic standards for certificated employment at a California community college. If possible, a current electronic file of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* will be available on the human resource section of the SCCCDC district website. All committee members must have a copy (electronically or hard copy) of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.
5. Any change in the membership structure of the committee must be made in advance of the academic year in which the change is to occur and be approved by the Academic Senate.

## **MANAGEMENT AND OPERATING PROCEDURES**

### **Committee Formation**

As per California Education Code §87359, California Code of Regulations §53430, SCCCDC Board Policy (current BP 4100; revised 7120), SCCCDC Administrative Regulations (current AR 4100, §6.9; revised TBD), and SCCCDC Procedures for Recruitment and Employment of First-Time Part-Time Faculty [Faculty-part-time hiring (10/26/01)], Clovis Community College will form a standing committee entitled "Equivalency Committee." The Clovis Community College Academic Senate shall approve and amend as necessary the Clovis Community College Senate Equivalency Committee

Operating Procedure. The Clovis Community College Academic Senate Equivalency Committee shall be known as the “Equivalency Committee” and the Clovis Community College Academic Senate shall be known as the “Senate.” The Equivalency Committee shall implement the Senate approved Equivalency Committee Operating Procedure and approved amendments as they arise.

### **Quorum**

A simple majority vote by a quorum of the Academic Senate approving this Operating Procedure will be required for adoption. If membership is ever at an even number of members and there is a tie the chair of the Equivalency Committee will break the tie.

### **Meeting Schedule**

The Equivalency Committee shall meet as deemed necessary by receipt of petitions for equivalency. The committee shall meet when called upon by the Academic Senate or needed for the development of procedures or forms necessary for the equivalency process.

### **Amending the Equivalency Committee Operating Procedure**

Any person represented by the Academic Senate (hereafter referred to as “faculty member” or “faculty”) may propose amendments to the Equivalency Committee Operating Procedure. The Equivalency Committee and the Senate shall review the proposed amendments. Upon the approval of a simple majority of the Senate, amendments will be immediately implemented by the Equivalency Committee unless otherwise specified in the approved amendment.

### **Process for Petitioning for and Reviewing of Equivalencies**

- A. A majority of the members of the Equivalency Committee shall constitute a quorum, allowing this committee to consider petitions.
- B. The degree for which the petitioner is requesting an equivalency, must be from institutions accredited by recognized U.S. accrediting agencies. Petitioners who possess degree(s) earned from an institution outside of the U.S. are required to include an evaluation service assessment (foreign transcript evaluation) as part of their petition. If the evaluation service assessment is not provided, the petition will be considered incomplete and will not be processed.
- C. The petitioner is responsible to ensure that the petition is complete. It is probable that petitioners will not be cognizant of equivalency or the equivalency procedure. Therefore it is imperative that screening committee members, discipline experts/representatives, Department Chairs, or Deans of Instruction who interview or screen potential full-time or part-time candidates ensure that the candidates are aware of equivalency requirements and procedures and assist the petitioner as necessary to ensure complete equivalency petitions are prepared for submission. In the case of applicants for full-time positions who are in the candidacy stage and require an equivalency, it is recommended that the equivalency petition be prepared by the chair of the hiring committee or his/her designee based on the information provided by the candidate in the application. Unofficial transcripts may be submitted for initial consideration of the petition; however, the committee will not render a final determination until official transcripts are received. It is therefore recommended that official transcripts be provided to the committee with the original submission of the equivalency petition. If an applicant has official transcripts on file with the Human Resources Department (HR) at the District Office, the committee may request verification from HR; however, this may delay final approval of an equivalency petition.

- C. To expedite the consideration of the petition, it is recommended that all forms and documents be submitted in hard copy. Once the Equivalency Committee chair receives the petition and reviews it for completeness, the chair will make it available to all members of the Equivalency Committee through a secure process. Once the Equivalency Committee has made a determination regarding the petition, the hard copy will be included in the personnel file of the petitioner until the time the personnel file has been appropriately destroyed.
- D. Complete petitions will include a full and detailed description articulating those exact courses/experiences that the petitioner is asserting make him/her equal to a candidate who meets the currently established minimum qualifications. If the petitioner has qualifications that fall under the discipline approved equivalency policy, the matrix of comparable coursework does not need to be completed.
1. If the petitioner is lacking the appropriate degree(s) in ***“disciplines where a master’s degree is required,”*** at a minimum, he/she must include:
    - a. A list of the requirements for earning the degree in question from an accredited institution in the United States (appropriate pages from the institution’s catalog will suffice) This is not necessary if the discipline equivalency policy has been met.
    - b. A letter with grid/matrix illustrating how his/her various academic and professional experiences satisfy the requirements of the degree that he/she lacks This is not necessary if the discipline equivalency policy has been met.
    - c. Alternately a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes
  2. If the petitioner is lacking the requirements to teach in “disciplines in which a master’s degree is not generally expected or available,”
    - a. and the petitioner is lacking the specified bachelor’s or associate’s degree, at a minimum, he/she must include:
      - i. A list of the requirements for earning the degree in question from an accredited institution in the United States (appropriate pages from the institution’s catalog will suffice) This is not necessary if the discipline equivalency policy has been met
      - ii. A letter with a grid/matrix illustrating how his/her various academic and professional experiences satisfy the requirements of the degree that he/she lacks. This is not necessary if the discipline equivalency policy has been met.
      - iii. Alternately a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes,
    - b. and if the petitioner is ***lacking the specified years of experience***, at a minimum, he/she must include:

- i. A letter with a grid/matrix illustrating how his/her various academic and professional experiences satisfy the years of experience that he/she lacks. This is not necessary if the discipline equivalency policy has been met.
  - ii. Alternately a letter illustrating how his/her academic and/or professional experiences satisfy the Programs Learning Outcomes
- E. Petitioners should pay special attention to detail in establishing his/her comparative academic and professional experiences and submitting supporting materials to avoid unnecessary delays caused by the need to request additional information or support. When a petitioner uses work or some other type of professional activity to help establish equivalency, documentation such as letters on letterhead stationery or certificates should be included as supporting documentation.
- F. Upon submission, all petitions must be signed by at least one tenured faculty member from the discipline recommending the petitioner for equivalency. Signature by several of the tenured or non-tenured faculty within the discipline is recommended. Approval by the discipline specific faculty member(s) will be deemed as the determination that the qualifications of the petition satisfy the equivalency requirements of the discipline.
- G. If there are no tenured faculty members within the discipline, a faculty member from a related discipline (as defined in the current Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook) may sign the petition. For disciplines with only non-tenured faculty members, the signing tenured faculty member must consult with the non-tenured faculty prior to signing. In such an event, it is encouraged that tenured discipline experts from another SCCC College be consulted.
- H. It is imperative that the signing tenured faculty member consult with other faculty members within the discipline prior to signing the petition. The signature of this tenured faculty member is the determination that the petitioner satisfies the equivalency requirements for the petition. Other faculty members may sign the petition in support of or in opposition to the petition.
- I. The Department Chair must sign petitions. The signature of the Department Chair constitutes acknowledgement of the petition being submitted by the discipline experts and that the discipline experts deem the petitioner to meet the equivalency requirements. The Department Chair may not deny a petition or prevent a petition from being forwarded to the Equivalency Committee once the discipline experts have deemed the petitioner to be equivalent. The Department Chair is encouraged to include a statement of support or opposition.
- J. After the petition has received all appropriate signatures it is submitted to the Dean of Instruction who oversees the discipline from Clovis Community College. The Dean of Instruction may, and is encouraged to include, a statement of support or opposition. The completed petition is then submitted directly to the Chair of the Equivalency Committee.
- K. At the discretion of the Equivalency Committee, additional information, supporting materials, or additional justification or support from faculty within the discipline may be requested during the review period.
- L. The Equivalency Committee will review and make a decision on the petition within a maximum of 15 working days, assuming the petition is submitted during the certificated contract year.

For petitions submitted during the summer months, consideration may take a maximum of 25 working days.

- M. If a petition has been denied, the Equivalency Committee has 3 working days from the day the decision was made to provide the Dean of Instruction with formal notification (suitable for inclusion in the personnel file). The Chair of the Equivalency Committee will either prepare the formal notification or delegate the responsibility to a committee member. The formal notification should include the reasons why the petition was denied. Petitioners who have been denied equivalency may appeal the decision by submitting the completed appeal form and supporting materials to the Academic Senate Executive Committee within 5 working days of being informed of the decision by the Dean of Instruction. If the petitioner is unable to adequately respond within this period, he/she may request additional time from the Chair of the Equivalency Committee. The duration of the negotiated extension will be included in the petition documentation.
- N. To expedite the process, the appeal should contain substantially more information or support than was provided to the Equivalency Committee. The Academic Senate Executive Committee at their next scheduled meeting will consider the appeal. At the discretion of the Senate President, the Executive Committee prior to their next scheduled meeting may consider the appeal by other means (for example, electronic vote). The decision of the Academic Senate Executive Committee will be final.
- O. Hard copies of all forms and documents for equivalency must be maintained in the appropriate personnel file for future reference as needed. The equivalency will be in force so long as the minimum qualifications remain unchanged, or if grandfather clauses are included in the new regulations.

### **The Process for Establishing Discipline Policies**

- 1. The Equivalency Committee governed by this agreement shall be responsible for overseeing the equivalency actions taken by the various Disciplines.
- 2. The Committee shall establish appropriate forms for the above purpose.
- 3. When a Department proposes a Discipline Equivalency Policy, an application of acceptance shall be forwarded to the Committee for review. If the Committee accepts the policy, then it shall go into effect at the beginning of the next semester. If the Committee does not accept any policy, then the application shall be returned to the Discipline with the reason(s) for non-acceptance. The Discipline may attempt to make changes and will then forward the application to the Committee for further review. The Committee may accept it or return it again for further changes.
- 4. A Discipline may propose changes to its Discipline Equivalency Policy at any time. To do so the revised application of acceptance shall be forwarded to the Committee for review. If the Committee accepts the changes to the policy, then it shall go into effect at the beginning of the next semester. If the Committee does not accept the changes to the policy, then the application shall be returned to the Discipline with the reason(s) for non-acceptance. The Discipline may

attempt to make changes and will then forward the application to the Committee for further review. The Committee may accept it or return it again for further changes. The most recent policy will remain in effect whenever new changes have not been accepted.

5. Should a Discipline not wish to establish a policy, or should the Discipline want to forward a candidate who does not fit under their current approved policy, then the Discipline may forward a petition following the guidelines in section G of the process outlined in the above section.

## APPENDIX

Supporting policies, codes, regulations, and resolutions:

### CALIFORNIA EDUCATION CODE SECTION 87355-87359.5

87355. Notwithstanding Section 87356, every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. The board of governors shall adopt regulations as necessary to implement this requirement.
87356. (a) The board of governors shall adopt regulations to establish and maintain the minimum qualifications for service as a faculty member teaching credit instruction, a faculty member teaching noncredit instruction, a librarian, a counselor, an educational administrator, an extended opportunity programs and services worker, a disabled students programs and services worker, an apprenticeship instructor, and a supervisor of health.
- (b) The Legislature finds and declares that this section does not create a state-mandated local program because compensation of faculty will continue to be determined through the collective bargaining process or meet and confer sessions.
87357. (a) In establishing and maintaining minimum qualifications pursuant to Section 87356, the board of governors shall do all of the following:
- (1) With regard to minimum qualifications for faculty, the board of governors shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate. With regard to minimum qualifications for educational administrators, the board of governors shall consult with, and rely primarily on the advice and judgment of, an appropriate statewide organization of administrators. With regard to minimum qualifications for apprenticeship instructors, the board of governors shall consult with, and rely primarily on the advice and judgment of, appropriate apprenticeship teaching faculty and labor organization representatives. In each case, the board of governors shall provide a reasonable opportunity for comment by other statewide representative groups.
  - (2) The board of governors shall establish a process to review at least every three years the continued appropriateness of the minimum qualifications, and the adequacy of the means by which they are administered. The process shall provide for the appointment of a representative group of community college

faculty, administrators, students, and trustees to conduct or otherwise assist in the review, including particularly, representatives of academic senates, collective bargaining organizations, and statewide faculty associations. In addition, the group shall be broadly representative of academic and vocational programs in the curriculum from both urban and rural districts, and representative of ethnic minority communities.

**(b)** The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prescribe by regulation a working definition of the term "discipline" and shall prepare and maintain a list of disciplines that are "reasonably related" to one another, as that phrase is used in the minimum qualifications. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for hire.

In formulating advice and recommendations to the board of governors regarding the definition of the term "discipline," the statewide Academic Senate shall consult with appropriate statewide organizations representing administrators and faculty collective bargaining agents. The statewide Academic Senate shall incorporate the advice of those groups into its recommendations to the board of governors, particularly as it relates to the practical ramifications of any proposed definition of the term "discipline" on issues of reassignment, transfer, and reduction in force.

The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prepare and maintain a list of disciplines in which the master's degree is not generally expected or available. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for service.

87358. The board of governors shall periodically designate a team of community college faculty, administrators, and trustees to review each community college district's application of minimum qualifications to faculty and administrators.
87359. The board of governors shall adopt regulations setting forth a process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications specified in the regulations adopted by the board of governors pursuant to Section 87356. Unless and until amended pursuant to the process described in Section 87357, the regulations shall require all of the following:
- a. No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board of governors adopted pursuant to Section 87356. The criteria used by the

governing board in making the determination shall be reflected in the governing board's action employing the individual.

- b. The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty members, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon 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 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. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination, and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.
- c. Until a joint agreement is reached and approved pursuant to subdivision (b), the district process in existence on January 1, 1989, shall remain in effect.

87359.5. By May 1, 1989, the board of governors shall have reviewed or contracted for review of, the job relevance of the requirements of Sections 87408, 87408.5, 87408.6, and any other physical fitness tests or examinations, and other conditions of employment, applicable to community college personnel.

CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 4. EMPLOYEES  
SUBCHAPTER 4. MINIMUM QUALIFICATIONS  
ARTICLE 2. QUALIFICATIONS AND EQUIVALENCIES  
§ 53430. Equivalencies.

- a. No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
- b. The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate,

and approved by the governing board. The agreed upon 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 faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.

- c. The process shall further require that the academic senate be provided with an opportunity to present its views 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 pursuant to Education Code Section 87358.
- d. Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

## **STATE CENTER COMMUNITY COLLEGE DISTRICT, BOARD POLICY 2510**

### **Participation in Local Decision-making**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

- **Academic Senate(s)** (Title 5, sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

- **Staff** (Title 5, section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate will be given every reasonable consideration.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code section 3540, et seq. See Administrative Regulation 2510 Reference: Education Code Section 70902(b) (7); Title 5 Sections 53200, et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Adopted by the Governing Board: June 2, 1992; November 4, 2003

## **STATE CENTER COMMUNITY COLLEGE DISTRICT, BOARD POLICY 7120**

### **Recruitment and Hiring**

Administrative regulations shall be established for the recruitment and selection of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and regulations for hiring academic employees shall be established and implemented in accordance with board policies and regulations regarding the Academic Senate's role in local decision-making.

The criteria and regulations for hiring classified employees are governed by Education Code and Personnel Commission rules. See Administrative Regulation 7120 References: Education Code Sections 70901.2, 70902 (b) (7) & (d), 87100, et seq.; Title 5 Sections 53000, et seq., 51023.5; Accreditation Standard III.1.A. Adopted by the Governing Board: June 8, 1978; June 28, 1978; September 3, 1985; June 4, 1996; April 4, 2006 Revised: July 1, 2008

### **Academic Employees**

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges. Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty. Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Reference: Education Code Sections 87400, et seq; 87419.1; 87482.8; 87600, et seq.; Title 5, Section 51025. Adopted by the Governing Board: October 3, 2006

## **STATE CENTER COMMUNITY COLLEGE DISTRICT, ADMINISTRATIVE REGULATION 2510**

### **Participation in Local Decision-making**

The Communications Council was formed to provide a venue for college/district constituency groups to participate in local decision-making.

The Communications Council meets one week prior to each regular governing board meeting. The Council reviews the Board agenda and discusses items on the agenda as well as other topics regarding shared governance (see Administrative Regulation 2410).

The Communications Council consists of:

- The president of each college's Academic Senate or his/her designee;
- The president of each college's Classified Senate or his/her designee;
- The president of the faculty exclusive representative or his/her designee;
- The president of the classified employee's exclusive representative or his/her designee;
- One additional representative from the exclusive representative of the classified employees;
- A student representative from each college;
- The College Presidents;
- The Vice Chancellor, North Centers; and
- The Chancellor.

### **Shared Governance**

In order that the faculty may have a formal and effective procedure for participating in the

### **Participation in Local Decision-making**

Formation and implementation of District regulations on academic and professional matters, the following process shall apply: "Consult collegially," wherein the governing board will develop regulations relying primarily on the advice and judgment of the Academic Senates shall pertain to: Curriculum matters consisting of the following:

- Curriculum development;
- Establishing prerequisites and placement of courses within disciplines;
- Grading policies;
- Standards or policies regarding student preparation and success; and
- Degree and certificate requirements

And shall mean:

- Such processes are subject to 53203(d)(1) of the Board of Governors' regulations;
- The Senate, upon consideration of the regulation, may ask for, and receive comment from, the Chancellor/designee, which shall be considered by the Senate prior to final approval.
- Once approved by the Academic Senates, the regulation shall be placed on the next meeting agenda of the Chancellor's Cabinet.
- In those instances where the administration plans to propose recommendations to the Board different from those proposed by the Academic Senates, the administration shall communicate, in writing, to the Senate the reason for such different recommendations and shall provide the Senates the opportunity to respond in writing prior to taking the recommendation to the Board for final action.

"Consult collegially" for all other "academic and professional matters" wherein the governing board will develop regulations after the Chancellor/designee and the Academic Senates/designees have reached mutual written agreement regarding the regulations shall pertain to:

All other academic and professional matters consisting of the following:

- Educational program development;

**Participation in Local Decision-making**

- Faculty roles and involvement in accreditation processes including self-study and annual reports;
- Establishing a process for faculty professional development activities;
- Process for program review;
- Processes for institutional planning and budget development;
- District and college governance structures as related to faculty roles; and
- Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senates.

And shall mean:

- Such processes are subject to 53203(d)(2) of title 5 regulations;
- When either the governing board (or designee), or the Academic Senates (designees) seek to consult collegially regarding "other academic and professional matters" (other than curriculum), the party seeking consultation shall request the consultation in writing. The parties shall then collegially consult and strive to develop mutually agreed upon written recommendations to the governing board. After reasonable collegial consultation, in the event the parties cannot reach mutual agreement on an academic and professional matter (other than curriculum), the parties shall submit separate written recommendations to the governing board.
- In cases where there is no existing policy, or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

References: Education Code Section 70902(b) (7); Title 5 Sections 53200 et seq.; 51023.5; 51023.7; Accreditation Standard - IV.A.2, IV.A.5. Adopted by Chancellor's Cabinet: August 18, 2008

## **STATE CENTER COMMUNITY COLLEGE DISTRICT, ADMINISTRATIVE REGULATION 7120**

### **Procedures for Recruitment and Employment of College Faculty**

#### **SECTION I – PHILOSOPHY**

- 1.1 It shall be the policy of the State Center Community College District to recruit and hire highly qualified college faculty who are expert in their subject areas, who are skilled in serving the needs of a culturally and ethnically diverse student population served by the district, and who can enhance overall college effectiveness. Indispensable characteristics include excellence in teaching, expertise in subject matter, positive personality traits, leadership ability, sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, and a commitment to both students and the community college philosophy.
- 1.2 The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.
- 1.3 Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The faculty has an inherent professional responsibility and right to participate in the development and implementation of policies and procedures governing the hiring process.

- 1.4 Hiring procedures are based on recognition that responsibility for selecting faculty is shared cooperatively by faculty and Administration participating effectively in all phases of the hiring process.
- 1.5 Strict confidentiality shall govern all applicant files, reference checks and Interview Selection Committee discussions relative to faculty hiring.
- 1.6 A joint committee of Administration and Academic Senates shall review these procedures every five years or at the request of either of the Academic Senates or Administration.

**SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 The Board of Trustees, Administration, and Academic Senates have the shared responsibility to ensure that Equal Employment Opportunity Commission guidelines are a part of the overall process of hiring faculty.
- 2.2 All participants in the hiring process shall receive training in Equal Employment Opportunity Commission guidelines and procedures.
- 2.3 In complying with board policy and Equal Employment Opportunity Commission guidelines, the district is committed to an effective hiring process that does not discriminate against any individual.

**SECTION 3 – POSITION IDENTIFICATION/APPROVAL**

- 3.1 The campus will determine the number of new contract faculty positions to be recommended to Chancellor’s cabinet, through a well-defined, cooperative and thoughtful planning process involving at a minimum, the college Academic Senate, faculty in the discipline, and college administrators.
- 3.2 The Chancellor, with due consideration for the District’s full time faculty obligation, the District budget and campus needs, will determine the number of additional contract faculty positions to be recommended to the Board of Trustees, through a well-defined, cooperative and thoughtful planning process involving the Chancellor’s cabinet.
- 3.3 The campus will allocate new and vacant contract faculty positions to departments and/or disciplines through a well-defined, cooperative and thoughtful planning process involving at a minimum, the college Academic Senate and Department Chairs.

**SECTION 4 – JOB DESCRIPTION**

- 4.1 Clear and complete job descriptions with the essential functions of the position and desirable qualifications shall be developed by the appropriate Administrator, and discipline specific faculty. In all cases, job descriptions shall include the minimum qualifications for teaching at the community college level as established by the statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges.

- 4.2 Hiring criteria that are set by regulation and that are beyond the minimum qualifications will be established when appropriate.
- 4.3 The Equal Employment Opportunity Officer will review each position announcement/job description to ensure conformity with the District's Equal Employment Opportunity and non-discrimination guidelines.

**SECTION 5 - SEARCH PROCEDURES**

- 5.1 Public announcements of the vacancy shall normally be for a forty-five (45) day period and shall consist of a notice of vacancy containing at least the following: title of the position, date the position is to be filled, filing deadline, location of assignment, job description and hiring criteria as developed pursuant to section 4 and application procedures. Timely review of the public announcement by discipline specific faculty, appropriate Administrator shall occur prior to distribution. Distribution of the notice of vacancy shall be a District Office responsibility.
- 5.2 If a vacancy occurs unexpectedly and the normal recruitment time lines will cause a hardship or delay in the start of classes, the College President may request a 30 day emergency recruitment.
- 5.3 All vacancy notices must also clearly state that interested persons are to submit their applications to the District Human Resources Office. After the filing deadline, all applicants for the position will be notified in a timely manner of the status of their applications. All correspondence to applicants will come from the District Human Resources Office.
- 5.4 If at the end of the recruitment period, the Associate Vice Chancellor for Human Resources believes that the applicant pool lacks sufficient applications he/she will immediately notify the College President. He/she or his/her designee will consult with the department chair/divisional representatives and subject area faculty. After such consultation, the College President will make a decision to extend the filing deadline, re-advertise the position, re-designate the position as full time temporary, cancel the recruitment for the position, or take any other action arrived at through consultation.

**SECTION 6 - APPLICANT SCREENING, SELECTION AND INTERVIEW PROCESS**

- 6.1 The appointment of faculty members to serve on faculty Interview Selection Committees shall be made by mutual agreement between the College President or his/her designee, and the Academic Senate President. Should the composition of the original committee, need to change, this process shall still apply.
- 6.2 The Interview Selection Committee shall consist of not less than five (5) individuals, nor more than ten (10). Wherever possible, the majority of the committee shall be members of the faculty from the discipline in which the vacancy exists. In addition to the area administrator, the remainder of the committee shall be members of the faculty or members of the community having special expertise.

- 6.3 Should enough faculty from the discipline NOT be available at the college/campus where the vacancy exists, an effort shall be made to obtain faculty from the discipline from other colleges/campuses; however, this should not be done to the extent that such augmentation would result in a majority of the Interview Selection Committee coming from those other colleges/campuses. An effort shall be made to insure that a majority of the committee members come from the college/campus where the vacancy exists, and that there is also a majority of the committee from within the discipline. In cases where it is not possible to have majorities in both of the categories mentioned above, maintaining the majority from the college/campus where the vacancy exists shall take precedence.
- 6.4 Each member of the Interview Selection Committee, including any community member having special expertise, must be certified by the District Equal Employment Opportunity Officer as having been instructed in Equal Employment Opportunity procedures within the past academic year.
- 6.5 All members of the Interview Selection Committee shall be voting members.
- 6.6 The area administrator will convene the initial meeting of the Interview Selection Committee, at which time the Interview Selection Committee shall elect its ongoing chairperson from among any of its members and establish a time line for carrying out the functions of the committee.
- 6.7 The chairperson shall provide written instructions to the Interview Selection Committee, which shall include this Administrative Regulation (Administrative Regulation 7120) and the time line. The committee shall review these instructions at this time.
- 6.8 The committee has the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process. Committee members will be required to sign a confidentiality statement. Failure to adhere to section 6.8 may result in disciplinary action.
- 6.9 The committee shall be entrusted with the responsibility of selecting the most qualified candidates for the position. Fulfillment of this responsibility shall include a review of the job announcement; establishing paper screening criteria for desirable candidates; reviewing applicants' files; establishing interview questions; establishing the criteria for any teaching demonstrations and/or demonstrations of competence in writing or other performance indicators related to the subject deemed necessary of each applicant; selecting a minimum and maximum number of candidates to interview as determined by the Interview Selection Committee; conducting the interview with the selected candidates in a professional manner; selecting the candidates to be recommended for the position; and providing a written rationale for the candidates being recommended for the position.

- 6.10 Before applicant files are released to the Selection Committee, the following information must be submitted to the District Human Resources Office: names of committee members and committee chair; selection criteria for paper screening; interview questions including at least one question to elicit a candidate's sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, or ethnic backgrounds of community college students; a tentative timeline; teaching and/or demonstration topics (if applicable), and written question(s) (if applicable).
- 6.11 The initial screening of applications will normally provide no more than twenty (20) applicant files for screening by the whole Interview Selection Committee. An Applicant Screening Subcommittee composed of at least the area administrator, the Interview Selection Committee Chair or his/her designee, and an additional faculty member from the Interview Selection Committee will conduct the initial screening of the applications. The Interview Selection Committee Chair will ensure that the discipline is represented on the Applicant Screening Subcommittee. Any other member of the Interview Selection Committee may also participate in the initial screening.
- 6.12 The Associate Vice Chancellor of Human Resources (after consultation with the department and/or discipline and District Equal Employment Opportunity Officer), will determine whether the applicants selected by the Applicant Screening Subcommittee meet the Equal Employment Guidelines and shall so certify.
- 6.13 Once the applicants are certified, individual committee members must participate in all remaining components of the screening and interview process in order to evaluate and vote on the recommendation of candidates.
- 6.14 The Interview Selection Committee will verify that all applicants meet the minimum educational and/or vocational qualifications as set by regulation, or have met equivalency as determined by the department and approved by the Academic Senate Equivalency Committee. The Interview Selection Committee shall also select those applicants for an interview who best meet the desired qualifications listed on the job description.
- 6.15 The Interview Selection Committee shall conduct interviews and candidates will be evaluated with respect to, but not limited to, the following criteria:
- Subject area knowledge and competency;
  - Teaching/service and communications skills;
  - Commitment to professional growth and service;
  - Potential for overall professional effectiveness;
  - Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the students;
  - Teaching or skill demonstrations and/or writing samples.

- 6.16 Upon competition of all of the interviews the Interview Selection Committee Chairperson shall lead a discussion of the strengths of the candidates.
- 6.17 The committee shall designate from its members a faculty member and the area administrator one of whom will be the Interview Selection Committee Chair to conduct the reference checks on those candidates to be recommended to the College President or Vice Chancellor-North Centers for final selection. If either committee member conducting reference checks finds the results could change the Interview Selection Committee recommendations, the committee shall be reconvened for further deliberations.
- 6.18 The Interview Selection Committee shall normally recommend to the College President or Vice Chancellor-North Centers three (3) highly qualified candidates for final consideration. The Committee shall provide the candidates' files and written comments for each candidate, in alphabetical order, as a further means of communicating its recommendations. If the Committee cannot recommend three candidates, the Committee shall indicate to the President or Vice Chancellor-North Centers why fewer than three are being recommended. Any candidate whose name is sent forward to the President or Vice Chancellor-North Centers shall be considered among the most highly qualified to fulfill the requirements of the position. If the Interview Selection Committee cannot recommend any of the candidates, the hiring process shall reopen or the position shall be redesignated as a full time temporary position. If, after consultation between the Interview Selection Committee and the President or Vice Chancellor-North Centers, neither of these two options is deemed viable then further action will be arrived at by broader consultation of the constituencies mentioned in section 3.3
- 6.19 The President or Vice Chancellor-North Centers shall interview those candidates sent forward by the Interview Selection Committee. The President or Vice Chancellor-North Centers may involve other senior administrators in this interview. Prior to interviewing the candidates, the interview questions must be submitted to the District Human Resources Office. After all interviews are complete faculty member from the Interview Selection Committee and the area administrator, one of whom is the Interview Selection Committee chair, shall meet together to discuss with the President the Committee's recommendations. The President.
- 6.20 If the College President cannot recommend one of the candidates whose names were sent forward, she/he shall reconvene the Interview Selection Committee to discuss why the committee's recommendations cannot be supported. If following such discussions, the President still cannot recommend one of those sent forward, additional recommendations may be sent forward by the Interview Selection Committee; or the President may reopen the search.
- 6.21 At the end of each semester, each college's Academic Senate will compile a list of full time faculty available to serve on emergency Interview Selection Committees during either the winter break or summer. This list shall be provided to each College President and the. The senates will also provide a schedule of Academic Senate Executive Board

member(s) who will be available for consultation during those times. This process will help to ensure that sufficient numbers of faculty are always available to serve on Interview Selection Committees.

#### **SECTION 7 – NOTIFICATION OF APPLICANTS AND CANDIDATES**

- 7.1 All applicants and candidates for positions in the State Center Community College District shall be notified in a timely manner regarding disposition of their applications by the District Human Resources Office.
- 7.2 After approval by the Board of Trustees, the formal offer of employment shall be prepared and issued from the District Human Resources Office.

#### **SECTION 8 – EQUIVALENCIES**

- 8.1 Every faculty employment application shall include a form which applicants can utilize to describe the exceptional experiences, backgrounds or degrees which would be equivalent to the stated degree requirements. On the form, the applicant must indicate why she/he thinks she/he has the equivalent to the exact degree(s) or experience that is stated in the minimum qualifications. It is the applicant's responsibility to provide the completed employment application form and the necessary documentation.
- 8.2 The Academic Senate at each campus shall maintain within its structure a standing committee for the purpose of determining the validity of equivalency petitions.
- 8.3 In assessing the appropriateness of an equivalency petition, the college's Academic Senate equivalency process should determine if the applicant possesses qualifications that are at least equivalent to the minimum qualifications specified by the State Chancellor's Office. (California Code Regulations, Title 5 Section 53430.) The determination of equivalencies that meet the minimum standard will occur through a detailed review of the equivalency petition as outlined by that college's Academic Senate equivalency process.
- 8.4 Upon this review, a written statement of approval or denial of the equivalency petition shall be included with the employment application. If an equivalency petition is formally approved, the candidate shall remain in the select pool. If an equivalency petition is formally denied, the applicant's file will cease to be part of the select pool, and will be forwarded by the Interview Selection Committee to the District Human Resources Office. The Interview Selection Committee chair will monitor the progress of the Academic Senate equivalency review process to ensure that the process is completed in a timely manner.

#### **DEFINITIONS**

**Applicant:** An individual having submitted a complete applicant file for the position by the filing deadline.

**Area Administrator:** A dean or other appropriate administrator as designated by the college president.

**Candidate:** An applicant who has been selected for an interview.

**Complete Faculty Applicant File:** District Academic Employment Application, supplemental application form (if required for the position), a Letter of Application explaining applicants experience as it relates to each item listed under the desirable qualifications on the job announcement, a resume and/or placement file, copies of all graduate and undergraduate transcripts, completed Petition for Equivalency Form if needed, three written statements of recommendation to be received prior to the filing deadline.

**Emergency Recruitment:** The recruitment for a vacancy which, in the opinion of the college president, occurred unexpectedly and one for which the normal recruitment time line would cause a hardship or delay in the start of classes.

**Equal Opportunity Employment:** State Center Community College District is committed to Equal Employment Opportunity. It is the policy of the State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other similar factors as defined by law. SCCCD is a Title V employer.

**Recruitment Period:** The time span, normally 45, but not less than 30, calendar days, during which application materials will be sent or given out upon request and received for consideration for a particular vacancy.

**Temporary Full Time Hire:** An individual who shall normally be offered a contract for a maximum of one year.

Adopted by Chancellor's Cabinet: August 18, 2008