

CLOVIS COMMUNITY COLLEGE PETITION FOR EQUIVALENCY

This petition is to be completed by persons seeking employment as either a full-time tenure track or part-time faculty member at Clovis Community College who do not meet the minimum qualifications for a teaching discipline as defined in the current Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook. The petitioner must complete the petition as per the instructions contained in the Clovis Community College Academic Senate Equivalency Committee Operating Procedure (pertinent portions of that document have been attached to the end of this petition). Petitioners are required to contact faculty within the discipline and work closely with a discipline representative throughout this process.

Discipline Representative's Name: _____

Petitioner's Name: _____

Position applied for: _____

Discipline Name as specified in the Minimum Qualifications document:
(enter name of discipline)

- Does this discipline have a policy on file?
- Does this petitioner meet this policy? (Yes No)
*If No, please complete steps I, II & III

I. Discipline Minimum Qualifications as listed in the Minimum Qualifications document: (copy and paste the minimum qualifications)

II. Briefly state the degrees/experience held by petitioner as they relate to the minimum qualifications for this position. What is the intent of the petition?/What specifically does the petitioner hope to demonstrate through the attached documentation?

- III. Equivalency Matrix:
 Include or attach one or more examples of the degree requirement from an accredited institution. Illustrate how the petitioner’s academic and/or professional experience satisfy the requirements of the example(s) presented. An easy-to-follow matrix is suggested:

Example:

CATALOG DESCRIPTIONS FOR A COURSE OF STUDY FROM AN ACCREDITED INSTITUTION THAT WOULD LEAD TO THE DEGREE THAT MEETS THE MINIMUM QUALIFICATION <i>(please identify the institution, the department, and the course number)</i>	PETITIONER'S COURSEWORK / WORK EXPERIENCE THAT WOULD MEET THE REQUIREMENT OF EACH IDENTIFIED COURSE <i>(if citing work experience, please explain how the position provided an educational opportunity equivalent to the identified course description)</i>

Please include the following with the petition:

- All College Transcripts – (a petition cannot be approved until official copies of relevant transcripts are made available to the Equivalency Committee)
- Resume/Vitae
- Certifications, Licenses, etc. (if applicable)
- Verification of employment on company letterhead (if applicable)

Petitioner Signature: _____ Date: _____

Petitioner Contact Information

Email address:

Phone number:

Mailing address:

TENURED FACULTY SIGNATURE(S)

Signature of the Faculty Discipline Representative who determined that the Petitioner satisfied the Equivalency Requirements:

Printed Name: _____

Signature: _____ Date: _____

If Faculty Discipline Representative is not tenured, a tenured faculty member is required to co-sign the petition below.

Printed Name: _____

Signature: _____ Date: _____

(If tenured faculty member in the discipline is not available, a tenured faculty member from a "related discipline", as defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook, may sign after consulting with the non-tenured faculty.)

The signatory above may include or attach or insert a statement of support. The signatory is responsible to ensure other members of the discipline have participated in the process.

Other members of the discipline are encouraged to sign either in support or denial of the petition. Signatories are encouraged to include or attach a statement of support or non-support. A signature indicates that the discipline faculty member has reviewed the petition.

For this petition to be reviewed by the Equivalency Committee this petition must be supported by the majority of the Full Time Faculty members of the discipline.

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

(add additional signature spaces as needed)

DEPARTMENT CHAIR SIGNATURE

The appropriate Department Chair must sign the petition to acknowledge the petition being submitted. The Department Chair may include or attach or insert a statement of support or non-support. The signatory affirms that the appropriate discipline faculty have been consulted and deemed the petitioner to possess equivalent qualifications.

Printed Name: _____

Signature: _____ Date: _____

DEAN OF INSTRUCTION SIGNATURE

The appropriate Dean of Instruction must sign the petition. The Dean of Instruction may include or attach or insert a statement of support or non-support.

Printed Name: _____

Signature: _____ Date: _____

ACTION OF THE CLOVIS COMMUNITY COLLEGE ACADEMIC SENATE

Petition is: approved: _____ denied: _____

Signature of Equivalency Committee Chair (*or designee*): _____

Date: _____

Comments: _____

EXCERPT FROM THE OPERATING AGREEMENT OF THE CLOVIS
COMMUNITY COLLEGE EQUIVALENCY PROCEDURE

Approved by CCC AS 8/13/15

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 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.
- C. 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.
- D. 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.
- E. 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
- F. 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.
- G. 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.

- H. 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.
- I. 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.
- J. 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.
- K. 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.
- L. 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.
- M. 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.
- N. 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.

- O. 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.
- P. 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.