



Instructions for Faculty Equivalency Requests

1. Review the "Minimum Qualifications" section of the job posting. If you do not **directly** meet the minimum qualifications, you must request equivalency.
2. Review the MiraCosta Community College District's Equivalency Guidelines on the following pages. If the minimum qualifications require a Masters degree, please use **Section A** of the Guidelines. If the minimum qualifications require a specific Bachelor's degree, please use **Section B**. If the minimum qualifications do not require a specific Master's or Bachelor's degree, please use **Section C**.
3. Using the MiraCosta Community College District's Equivalency Guidelines on the following pages, attach a narrative document to your online application that supports your request for equivalency based on **one specific guideline**. By attaching this narrative document to your application, you attest to the best of your knowledge that the statements contained therein are complete, true and correct. The narrative must include the following:
 - ◆ Your name
 - ◆ The title of the position for which you are applying
 - ◆ The discipline in which you are requesting equivalency
 - ◆ The section and number of the guideline under which you are requesting equivalency (for example: Section A.3).
4. Based on **one specific guideline** under which you are requesting equivalency, provide the appropriate documentation listed below:

Guideline #	Documentation Required
1, 8	please contact Human Resources
2, 3, 9	table comparing (1) coursework from any accredited institution awarding a degree title that is listed on the minimum qualifications list and (2) coursework from candidate's granting institution awarding a comparable degree with a different title
4	table listing institution, discipline-related course number and title, level (upper division/graduate), number of semester units (must total at least 24 semester units)
5	table listing institution, discipline-related graduate-level course number and title, number of semester units (must total at least 24 semester units)
10	table listing institution, course number, title, number of semester units (minimum 120 semester units), level (lower or upper division); AND upper division course number, title, number of semester units in the discipline (minimum of 18 semester units)
6, 11, 12, 14, 15, 16	table listing experience, full-time or part-time (if part-time, must state hours per week and months per year)



EQUIVALENCY GUIDELINES

SECTION A: For all disciplines in which a Master's degree is a minimum qualification as per the "Minimum Qualifications for Faculty and Administrators in California Community Colleges."

<http://www.cccco.edu/Portals/4/AA/Minimum%20Qualifications%20Handbook%20for%202010-2012.pdf>

1. Candidate holds a related Master's degree that is not specifically listed for that discipline under minimum qualifications in the Minimum Qualifications list. The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.
2. Candidate holds a related Master's degree that is not specifically listed for that discipline under minimum qualifications in the Minimum Qualifications list; however, it is a comparable degree with a different title from the candidate's granting institution.
3. Candidate holds a Master's degree that is on the Minimum Qualifications list, but the title of candidate's Bachelor's degree is not the exact title of the degree on the Minimum Qualifications list; however, it is the comparable degree with a different title from the candidate's granting institution.
4. Candidate holds a Master's degree that is on the Minimum Qualifications list; however, the candidate lacks the required Bachelor's degree identified on the Minimum Qualifications list. The candidate must have at least 24 semester units of discipline-related upper division/graduate coursework towards the required Bachelor's degree for which equivalency is being requested.
5. Candidate holds a Master's degree in another field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level coursework.
6. Candidate does not hold a Master's degree, but has a Bachelor's degree in the discipline AND five years of full-time or full-time equivalent of discipline-specific experience in higher education teaching, research and/or publication, or professional work experience in the field.
7. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.



EQUIVALENCY GUIDELINES

SECTION B: For disciplines in which a Master's degree may not be required or available, the minimum qualifications require a specific Bachelor's degree

8. Candidate holds a related Bachelor's degree that is not specifically listed for that discipline under minimum qualifications in the Minimum Qualifications list. The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.
9. Candidate holds a related Bachelor's degree that is not specifically listed for that discipline under minimum qualifications in the Minimum Qualifications list; however, it is a comparable degree with a different title from the candidate's granting institution.
10. Candidate does not hold the required Bachelor's degree. The education may be substituted for as follows: 120 semester units minimum of coursework, including substantial general education coursework. Half of the coursework must be upper division. Candidate must have earned a minimum of 18 semester units of upper-division coursework in the discipline in which equivalency is requested.
11. Candidate holds the required Bachelor's degree, but lacks the required years of full-time professional work experience. The candidate has part-time related professional work experience that is equivalent to full-time professional work experience. The experience component may be substituted as follows: work experience in a non-higher educational setting is equivalent to 40 hours per week; work experience in a higher educational setting is equivalent to 15 hours per week.
12. Candidate must have at least ten years of related full-time or full-time equivalent professional experience when not using any education to qualify for a discipline in which the minimum qualifications are a Bachelor's degree. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
13. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.



EQUIVALENCY GUIDELINES

SECTION C: For disciplines in which a Master's degree is not generally available, the minimum qualifications are any Bachelor's degree and two years of professional experience or any Associate degree and six years of professional experience.

14. Candidate may be eligible under a combination of education and experience of at least ten years of full-time or full-time equivalent. One year of related professional experience is equivalent to and may be substituted for 15 semester units of coursework. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.

15. Candidate must have at least ten years of related full-time or full-time equivalent professional experience when not applying any education toward equivalency. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.

16. Candidate may be eligible by a combination of work experience and professional certification when not applying any education. The certification must be issued by a recognized professional organization in the discipline. Candidate must also have at least eight years of related full-time or full-time equivalent professional experience. The department must validate the candidate's certification. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.

17. Candidate may qualify by eminence. Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.