

BAKERSFIELD COLLEGE EQUIVALENCY PROCEDURES

SECTION 1 PHILOSOPHY

- 1.1 *The equivalency process will enable the college to maintain academic integrity, not by waiving minimum qualifications, but by facilitating the hiring of qualified individuals.*
- ~~1.1~~ 1.2 *The Faculty, with ~~its~~ their professional expertise, ~~is~~ are best able to determine whether a candidate's qualifications are the equivalent of the minimum qualifications.*
- ~~1.2~~ 1.3 *The equivalency process ~~is flexible enough to~~ allows applicants who provide evidence that they have education or experience at least as good as 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.*
- ~~1.3~~ *The equivalency process will enable the college to achieve its affirmative action goals.*
- ~~1.4~~ *The equivalency process is not a waiver of minimum qualifications and will not result in the hiring of less-qualified individuals.*

SECTION 2 CRITERIA FOR DETERMINING EQUIVALENCIES TO MINIMUM QUALIFICATIONS

- 2.1 *Equivalency will be determined by the application of one or more of the ~~above~~ following criteria, based on Board Policy Procedures. (MOVED FROM 2.4 WITH CHANGES)*
- ~~2.1~~ 2.2 *Except in special cases, Degree Equivalence shall be provided based on evidence of coursework completed at postsecondary institutions ~~only formal education shall be considered the~~ equivalent for degree requirements, including general education and the major required for the degree.*
- ~~2.2~~ 2.3 *In special cases, Professional Achievement Equivalence based on 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, in accordance with current law.*
- ~~2.3~~ *For the equivalent of the 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. (MOVED TO 2.3.1 WITH ADDITIONAL WORDING)*
 - 2.3.1 *For the equivalent of the 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. (MOVED FROM 2.3) However, there must be evidence of mastery of general education skills, including competency in reading, written expression at the level of Freshman Composition, and math at the level of Intermediate Algebra.*
- ~~2.4~~ *Equivalency will be determined by the application of one or more of the above criteria. (MOVED TO 2.1)*
- ~~2.5~~ *Those determining equivalencies shall refer to the guidelines in the Board Procedures.*

SECTION 3 EVIDENCE TO SUPPORT EQUIVALENCE

- 3.1 *One or more of the following are needed to support equivalence criteria:*
 - 3.1.1 *Official transcripts showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.*
 - 3.1.2 *A certificate(s) and/or other document(s) showing that appropriate workshops, seminars, etc., were successfully completed.*

- 3.1.3 A detailed work history, including references.
- 3.1.4 Academic, artistic, or vocational products.
- 3.2 For those candidates deemed qualified ~~by equivalents~~ *according to the evidence*, a written record of evidence of equivalence shall be kept.

SECTION 4 SENATE EQUIVALENCY COMMITTEE MEMBERSHIP *AND MEETINGS*

- 4.1 The Senate Equivalency Committee shall be appointed by the Senate President with approval by the Academic Senate.
- 4.2 The Senate Equivalency Committee shall consist of *at least five but no more than seven* faculty members *with one representative from Career and Technical Education (CTE) and the Dean Vice President of Instruction (or presidential designee). The faculty members shall include one division chair and one faculty member of the Affirmative Action Committee. Additional voting members for each applicant decision shall include the Department Chair (or designee) and a faculty discipline expert from the discipline under consideration.* (MOVED FROM 7.3 WITH CHANGES)
- 4.3 *The Senate Equivalency Committee will meet regularly during the fall and spring semesters.*
 - 4.3.1 *The Senate Equivalency Committee may meet more often if needed.*
- ~~4.3~~ 4.4 The chair of the Senate Equivalency Committee shall be appointed by the Academic Senate President with approval by the Academic Senate.

SECTION 5 SELECTION SCREENING COMMITTEE PROCEDURES

- 5.1 ~~The selection committee may evaluate applications to determine if any meet the equivalency criteria. Applications of applicants-individuals who meet screening committee criteria and have requested equivalency shall be forwarded to the Senate Equivalency Committee for review. and The Senate Equivalency Committee's final recommendation shall be forwarded to the screening committee and Board of Trustees. A written rationale and evidence shall accompany the applications.~~
- 5.2 ~~To assure college-wide consistency in applying equivalency criteria, the selection committee shall send to the Senate Equivalency Committee for review applications they determine to have met the equivalency criteria. A written rationale and evidence shall accompany the applications. The Senate Equivalency Committee shall evaluate the request using the criteria in Section 2 and the evidence in Section 3. At least five six members of the Senate equivalency Committee must agree with the request in order for equivalency to be approved.~~(LAST SENTENCE MOVED FROM 7.5 WITH CHANGE) *I removed the 72 hr reference from here*
- 5.3 ~~If a selection committee is not in agreement over whether an application meets the equivalency criteria, they shall refer the application to the Senate Equivalency Committee for review and recommendation.~~
 - 5.3.1 ~~The Senate Equivalency Committee shall make its recommendation to the selection committee within 72 hours.~~
- 5.3 In special cases, when regular contract faculty are off contract and not available, the Senate Equivalency Committee chair may meet with the area dean and appropriate department chair to review applications and make a preliminary determination as to equivalence. Criteria in Section 2 and evidence in Section 3 will be used to make the determination.
 - 5.3.1 When a preliminary determination of equivalence is made, the decision will be reviewed by the Senate Equivalency Committee for final determination at their next regularly scheduled meeting.
- 5.4 The Academic Senate may present its views to the Board of Trustees regarding each specific case of equivalency. This shall be done before the Board makes its decision.

SECTION 6 ADJUNCT FACULTY PROCEDURES

- 6.3 — In hiring adjunct faculty, a division chair, department chair, selection committee, or administrator may evaluate candidates to make a preliminary determination as to whether they meet the equivalency criteria.
- 6.4 — In determining whether a candidate for an adjunct faculty position meets the equivalency criteria, the division chair, department chair, selection committee, or administrator must evaluate the candidate using the criteria in Section 2 and the evidence in section 3.
- 6.5 — During the academic year, the division chair, department chair, selection committee, or administrator shall send the evidence for the preliminary equivalence determination to the Senate Equivalency Committee for approval prior to hiring.
- 6.6 — When the Senate Equivalency Committee is not available, the division chair, department chair, selection committee, or administrator may make the determination that a candidate for an adjunct faculty position meets the equivalency criteria.
- 6.7 — With regard to candidates hired under Section 6.4 above, as soon as the Senate Equivalency Committee is available, the division chair, department chair, selection committee, or administrator shall have the Senate Equivalency Committee review the equivalency determination before the candidate is hired for another semester.
- 6.8 — The Senate shall appoint to the standing Senate Equivalency Committee two additional members from the discipline in which the applicant is to teach.

SECTION 7 PROCEDURE FOR CONTRACT FACULTY TO QUALIFY IN A DISCIPLINE [FACULTY SERVICE AREA (FSA)]

- 7.1 Faculty seeking to qualify in a discipline through equivalency shall submit a request to the Academic Senate Equivalency Committee.
- 7.2 The request shall refer to the equivalency criteria and include a rationale and supporting evidence.
- 7.3 — The Senate shall appoint to the standing Senate Equivalency Committee two additional members from the discipline in which the applicant seeks to qualify. (MOVED WITH CHANGES TO 4.2)
- 7.4 7.3 The Senate Equivalency Committee shall evaluate the request using the criteria in Section 2 and the evidence in Section 3.
- 7.5 — At least five members of the Senate Equivalency Committee must agree with the request in order for equivalency to be approved. (MOVED TO 5.2 WITH CHANGE)
- 7.6 7.4 If the Senate Equivalency Committee approves the request, it shall forward its written recommendation, including the reasons for determining equivalency, to the Board of Trustees for approval.
- 7.7 7.5 The Academic Senate may present its views to the Board of Trustees regarding each specific case of equivalency. This shall be done before the Board makes its decision.
- 7.8 7.6 If the Senate Equivalency Committee does not approve the request, it shall confer with the faculty member to explain its reasons for not doing so and give the faculty member an opportunity to present further reasons and evidence.
- 7.9 7.7 If after conferring with the faculty member the Senate Equivalency Committee does not approve the request, it shall notify the faculty member in writing and shall include its reasons for not approving the request.

SECTION 8 REVIEW AND REVISION

8.1 These equivalency procedures shall be subject to review and revision at any time by the Academic Senate.