

- b. In special cases, faculty and/or administrators from other campuses of the College, Colleges of the District, faculty/administrators from other colleges, or outside agencies may be part of the consultative process.
- c. In all cases, job postings shall meet the minimum qualifications for teaching at the community college level, as established by the state-wide Academic Senate and adopted by the Board of Governors of the California Community Colleges.
- It shall be the responsibility of the Academic Senate, in consultation with the faculty of the appropriate discipline, to decide how equivalency shall be determined. See Procedure 8700 of this Manual for the list of equivalency criteria.
 - The purpose of equivalency statements shall be to ensure the maintenance of a professional and highly-qualified staff.
 - The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.
 - Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.
 - In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.
 - For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.
 - In no case shall an equivalency be interpreted to mean a *waiver* of state-mandated minimum qualifications.
 - Requirements for any vacant faculty position may exceed the state-mandated minimum qualifications.

- d. Job descriptions shall accurately reflect the needs of the College and the goals of Equal Employment Opportunity.

8705 Search Procedures

- a. Approval of open positions and initiation of the hiring process shall be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner.
- b. The length of the advertising period should be long enough to ensure a pool of well-qualified applicants, and one which furthers the College's and District's Equal Employment Opportunity goals.
- c. Vacant faculty positions should be filled during the regular academic year.
- d. Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District Equal Employment Opportunity goals.
- e. Position announcements shall be prepared in consultation with the appropriate human resources designee, area faculty and administrator and shall include job-related skills requirements, minimum qualifications and any special qualifications.
- f. The position announcement requires the review of the College President, the and the approval of the Vice Chancellor, Human Resources or designee prior to dissemination.

8706 Selection Committees

The selection committee shall consist of at least a majority of faculty. The selection committee shall be composed of at most:

- a. Three (3) faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of whom shall be the department/division chair, if any, and one (1) area administrator appointed by the College President; **or** Four (4) or more faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of which shall be the department/division chair, if any, and up to two (2) administrators appointed by the College President, one (1) of which shall be the area administrator;

- b. Additional members as agreed upon by the College President and the Academic Senate President.
- c. The area administrator will convene the initial meeting of the selection committee. The selection committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.
- d. The Human Resources Department shall receive applications and initially screen for minimum qualifications. Complete applications shall be categorized relative to compliance with minimum qualifications as:
 - i. Clearly met, or
 - ii. Compliance not clear.
 - iii. All complete applications will be available to the Selection Committee after inappropriate material is removed.
- e. Selection committees shall determine whether applicants meet the desired qualifications, including minimum qualifications and, where appropriate, equivalents.
- f. In determining equivalents, selection committees shall follow the procedure adopted by the Senate.
- g. Minimum qualifications by equivalency are to be in disciplines adopted by the Board of Governors and shall be applicable District-wide. (There will be no minimum qualifications by equivalency for courses or sub-disciplines.)
- h. For those candidates deemed qualified by equivalents, a written record of evidence of equivalence shall be maintained. See **Human Resources** for the Certification of Equivalency form.
- i. The College Senate, or area administrator may present its views to the Board regarding each specific case of equivalency before the Board makes its decision. A written record of the Board's decision shall be kept.
- j. The Selection Committee shall review all completed applications and shall select those applicants for an interview who best meet the desired qualifications listed on the job description.