

**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT  
ACADEMIC EQUIVALENCY APPLICATION**

TO BE CONSIDERED FOR AN EQUIVALENCY, THIS FORM MUST BE COMPLETED AND SUBMITTED WITH APPLICATION FOR EMPLOYMENT.

APPLICANT: \_\_\_\_\_ DISCIPLINE: \_\_\_\_\_

*I believe that I possess the equivalency in the above discipline for the reasons checked:*

*I possess a degree in \_\_\_\_\_ (transcripts attached).*

*Beyond the requirements for my degree, I have completed at least \_\_\_\_\_ additional semester units in the above or closely-related discipline (transcripts attached) and*

*I have demonstrated proficiency in the discipline through accomplishments listed below that exemplify professional knowledge equivalent to a Master's Degree in the discipline.*

*Attached is evidence of this proficiency in the form of letters of recommendation, verification of awards, performances, publications, research activities, life experiences and/or other relevant documentation.*

*I possess the license or certificate listed below. The qualifications for this license or certificate are similar to completion of a degree in the discipline listed above:*

*Prior to this application, I applied for a position in the above discipline at:*

Evergreen Valley College  
San Jose City College  
San Jose/Evergreen Community College District

**NOTE: San Jose/Evergreen Community College District requires that applicants making claims of equivalent qualifications must submit conclusive evidence to support such claims. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment. **Please print and sign this page.****

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **San Jose/Evergreen Community College District Academic Equivalency**

### Overview

This document contains the procedures and standards to be used by the District to determine Academic Equivalency in a uniform, fair, and equitable manner.

**This process will be used when the District receives an application for employment or a transfer to another subject area from an applicant that does not exactly meet the subject area requirements, or has a foreign degree, yet claims equivalency on the basis of education or experience.**

**This equivalency process is intended neither to raise nor to lower standards from the minimum qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications.**

**Please note that it is the responsibility of the applicant or employee to provide conclusive written evidence that he or she has the education or experience at least equal to the minimum standards for the defined subject area of the application.**

It is vital to remember that minimum qualifications and equivalency are the same whether a position is full-time or part-time. The definitions of minimum qualifications are those currently defined by the California Community College System.

The equivalency procedures outlined herein shall be included as part of the “cover sheet” on each application. This “cover sheet” shall be prepared by HR in consultation with the Academic Senates.

### Procedures for Determining Academic Equivalency

1. Candidates for all District Faculty positions and those current faculty who are making application to serve in an academic position outside of their current service areas (as defined by the F.A. contract) are subject to all applicable provisions herein.
2. Equivalency Committee Composition
  - A) For full-time academic positions both tenure track and temporary (e.g. sabbatical replacements, “soft-money” categorically funded positions), in/out house:

The equivalency committee shall be composed of the academic members of the screening committee (this should include at least one faculty member currently qualified in the subject area of the position to be filled) and the Dean of the affected division.

- B) For part-time academic positions, whether from outside the District or requested by a current academic employee seeking a change in subject area as determined by the current Faculty Association contract:

The equivalency committee shall be composed of:

- a) The Division Dean or his/her appointee
- b) Two faculty members from a Division pool pre-approved by the Academic Senate and, if possible, both tenured and from the department in question
- c) If one or both faculty members are not available from the division pool, they may be appointed or replaced by the Academic Senate President or designee.

3. A quorum of an equivalency committee shall be three members. All members shall be notified of the need for a meeting as soon as possible by the Dean of the division (or designee).
4. Equivalency committees shall meet together face to face in order to facilitate any necessary discussion of academic qualifications.
5. Equivalency committee meetings shall be closed and confidential.
6. After the committee has made a decision about the application for equivalency, the Division Dean shall send a copy of the “cover sheet for each applicant to both the Academic Senate and Human Resources. The cover sheet shall include the names of the committee members and the vote-count of any action taken. If equivalency is denied, reasons for such decision should be recorded on the cover sheet. If an applicant does not meet equivalency, his or her application shall be returned to Human Resources (for full-time applicants) or to Hourly Personnel Services (for part-time applicants).
7. The Academic Senate President shall sign off that the process was in order. If the Academic Senate President does not sign off, he/she shall list reasons for the denial, including relevant procedural or reasons or reasons of appropriate qualifications.
8. The faculty service areas used for judging academic qualifications will be those agreed to in the current Faculty Association contract.
9. For establishing an equivalency to the required degree and experience, the applicant must demonstrate a level of achievement, breadth and depth of understanding, evidence of general education, academic preparation, and/or experience in one or more of the following categories:
  - A) Official transcript(s) showing the appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
  - B) Relevant research publications that show a command of the major in question.
  - C) Skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development in the field, or training.
  - D) Verification of employment history/instruction and curriculum development in the area of expertise.
10. Equivalency Standards for Disciplines Requiring a Master’s Degree

The candidate making the claim of equivalent qualifications must provide conclusive evidence of the following:

- A) BA/BS degree in the discipline in which the candidate is seeking to be hired or a related discipline  
PLUS  
Thirty (30) additional units of upper division or graduate course work in the discipline or a related discipline, from an accredited institution.  
  
OR
- B) Any combination of course work, documented study in the discipline, verifiable experience of such accomplishment in the discipline that the combination of course work and experience equals a Master’s Degree in breadth, depth, and rigor. Appropriate licensure from professional state or national boards may be deemed equivalent to some course work.

11. Minimum Equivalency Standards for Disciplines Not Requiring a Master's Degree

The minimum standards shall be the BA/BS from an accredited institution, or equivalent foreign degree, plus two years of documented professional experience in the subject matter area plus appropriate certification to practice or licensure or its equivalent, if available, OR an AA/AS degree from an accredited institution plus six years of documented experience in the subject matter area.

For the AA/AS Degree Plus Six Years of Experience

The candidate making the claim of equivalent qualification must provide conclusive evidence in regard to A and B and C (below).

A) Degree Requirements:

General Education requirements: The general education requirements shall be those of a current AA/AS degree as adopted by the District.

PLUS

B) Occupational Proficiency:

Occupational proficiency in the assigned vocational subject, evidenced by at least two years of relevant work experience directly related to the occupation to be taught or upon evidence of equivalent proficiency.

PLUS

C) Additional Degree Requirements:

Additional education to include a combination of college semester units and/or industry training in the discipline or a related discipline, equivalent to 24 semester units (each unit of credit is equal to 54 hours of training.)