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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES**

**Equivalency Process for Full-Time Faculty Positions**

1. Announcements for full-time faculty positions shall include as required qualifications that the candidate must possess one of the following:
  - Qualifications that are at least equivalent to the minimum qualifications determined by the Board of Governors, or
  - An appropriate valid California Community College Credential.

Announcements shall also contain a statement encouraging potential applicants who believe they possess qualifications at least equivalent to the minimum qualifications determined by the Board of Governors to apply.

2. The screening committee shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected for a committee interview has met the minimum qualifications for hire in that discipline or possesses an appropriate valid credential.
3. In determining equivalency, the screening committee shall use the Guidelines for Determining Equivalency to Minimum Qualifications for Faculty Positions (below) in reviewing evidence submitted by the applicant to decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline.
4. If a candidate selected for a final interview with the Superintendent/President has qualified for the position through the equivalency process, the screening committee shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency and the evidence that was used in making this determination. The Office of Human Resources shall verify the equivalency information. This statement shall be forwarded to the Superintendent/President before the final interview.

**Equivalency Process in Reassignment**

1. Faculty members being considered for reassignment to a discipline other than that for which they were originally hired and academic (instructional or student services) administrators being considered for reassignment to faculty status must:
  - possess an appropriate valid credential or
  - meet the minimum qualifications for the discipline(s) of the proposed new assignment or
  - be certified by a majority vote of the full-time faculty members in the department(s) affected by the new assignment as possessing qualifications at least equivalent to the minimum qualifications for the

discipline(s) of the new assignment according to the Guidelines for Determining Equivalency to Minimum Qualifications for Faculty Positions (below).

2. A detailed statement describing the basis for the equivalency and supporting documentation shall be provided by the department(s) affected by the new assignment. For faculty reassignment, the statement shall be forwarded to the area academic administrator for review and approval. A copy of the statement shall be forwarded to the Office of Human Resources.
3. The review and approval process for academic administrator reassignment is addressed in AR 7250 Educational Administrators.

#### **Guidelines for Determining the Minimum Qualifications for Faculty Positions**

1. For Disciplines Requiring the Master's Degree, equivalency is defined as one or more of the following:
  - A Master's degree in any discipline and 24 units of coursework in the discipline of the assignment. At least 12 of these units must be graduate or upper division (The 24 units may have been either included in or taken in addition to the Master's degree).
  - A Master's degree in any discipline, plus two years combined of teaching in the discipline of the assignment or professional experience in a field related to the discipline of the assignment.
  - A Bachelor's degree in the discipline of the assignment, plus 12 units of graduate coursework in the discipline of the assignment.
  - A Bachelor's degree in any discipline, plus six years combined of teaching in the discipline of the assignment or professional experience in a field related to the discipline of the assignment.
  - Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.
2. For Disciplines Not Requiring the Master's Degree, equivalency is defined as one or more of the following:
  - A Bachelor's degree in a discipline reasonably related to the discipline of the assignment, plus two years of teaching experience in the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent if available.
  - A Bachelor's degree in any discipline and coursework equivalent to a major in the discipline of the assignment, plus two years combined of teaching experience in the discipline of the assignment or professional experience related to the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent, if available. (The coursework may have been either included in or taken in addition to the Bachelor's degree.)
  - An Associate degree in any discipline and coursework equivalent to a major in the discipline of the assignment, plus six years combined of teaching experience in the discipline of the assignment or professional experience in a field related to the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent, if available. (The coursework may have been either included in or taken in additional to the Associate degree.)
  - A High School Diploma, plus college coursework equivalent to an Associate degree major in the discipline of the assignment, plus eight years combined of teaching experience in the discipline of the assignment or professional experience related to the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent, if available.
  - A High School Diploma, plus ten years combined of teaching experience in the discipline of the assignment or professional experience related to the discipline of the assignment, plus appropriate certification to practice or licensure or its equivalent, if available.

- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

### **Equivalency Process for Part-Time Faculty Positions**

1. Announcements for part-time faculty positions shall include as required qualifications that the candidate must possess one of the following:
  - Minimum qualifications for hire in that discipline as determined by the Board of Governors, or
  - Qualifications that are at least equivalent to the minimum qualifications determined by the Board of Governors, or
  - An appropriate valid California Community College Credential.

Announcements shall also contain a statement encouraging potential candidates who feel they possess qualifications at least equivalent to the minimum qualifications determined by the Board of Governors to apply.

2. The department chair, in consultation with designated department members, shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected to be interviewed for the position has met the minimum qualifications for hire in that discipline; or, has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or, possesses an appropriate valid credential.
3. In determining equivalency, the department shall use the Equivalency Guidelines ( in reviewing evidence submitted by the applicant to decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline.
4. If a candidate selected for an interview has qualified for the position through the equivalency process, the department chair or designee shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency and supporting documentation. This statement shall be forwarded to the area academic administrator for review.
5. If the area academic administrator approves the department's recommendation to hire a candidate who has qualified for the position through the equivalency process, a copy of the department's statement of equivalency shall be forwarded to the Office of Human Resources.

Also see BP/AR 3410 Nondiscrimination, BP/AR 3420 Equal Employment Opportunity, BP/AR 7120 Recruitment and Selection, BP/AR 7210 Academic Employees, and AR 7212 Temporary Faculty.

#### **References:**

Education Code Sections 87001, 87003, 87355, 87356, 87359, and 87743.2;  
 Title 5 Sections 53400 et seq.;  
 ACCJC Accreditation Standard III.A.2-4

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