

CHAPTER 3: Certificated Personnel
ADMINISTRATIVE PROCEDURE NO. ~~3.15.205.1~~
~~3.16.1~~ (AP 7211)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College
District

~~Subject: 3.15.2 - 3.16.1~~ 3.05.1-Minimum Qualifications, Faculty Service Areas and Minimum Qualifications and Equivalency to Minimum Qualifications

~~Revision Date: April 15, 2017~~ 9/11/4/8

~~References: Ed Code 87355, 87356, 87357, 87358, 87359(b), 87659, 87743.1 - 87743.5~~

Procedures for verifying faculty qualifications, equivalency process and process for being placed in additional faculty service areas (FSAs):

I. Faculty Minimum Qualifications:

PROCEDURE for Equivalence to Minimum Qualifications:

~~All applicants for part-time and full-time APPLICANTS FOR FACULTY: FULLTIME and PART TIME TENURE TRACK AND TEMPORARY faculty positions FACULTY POSITIONS must meet the Minimum Qualifications for the discipline exactly as stated, or request equivalency. It is the applicant's responsibility to apply for equivalency as stated in section III of this procedure. The applicant applying for equivalency must provide conclusive evidence to support his/her request (official transcripts, credentials, licenses, certificates, employer attestations, publications, etc.), which will validate the equivalency request.~~

II. Establishing additional FSAs:

- ~~1. Faculty wishing to establish an additional Faculty Service Area (FSA) must meet the Minimum Qualifications for the discipline exactly as stated, or request equivalency.~~
- ~~2. If the faculty member meets the Minimum Qualifications exactly as stated, application materials for an additional FSA may be submitted to the appropriate Vice President for consideration of assignment to an additional FSA.~~
- ~~3. If the faculty member does not meet the Minimum Qualifications exactly as stated in the statewide Minimum Qualifications list (Disciplines list), it is the faculty's responsibility to apply for equivalency as stated in Section III of this procedure.~~

III. Process for establishing equivalency:

- ~~1. The application for employment includes questions to applicants about whether they possess the minimum qualifications as specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, and, if not, whether they wish to apply for equivalency.~~
- ~~1. It is the applicant's responsibility to apply for equivalency. The applicant applying for equivalency must provide conclusive evidence to support his/her request (official transcripts, credentials, licenses, certificates, employer~~

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- Commented [SLA2]: Instead of "as necessary" should it clarify "whenever a selection committee puts forward an applicant who has applied for equivalency"? and should this section indicate that the request shall be to the local academic senate president?
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~~attestations, publications, etc.), which will validate the equivalency request.~~

1. ~~The applicant applying for equivalency must provide conclusive evidence to support his/her request (official transcripts, credentials, licenses, certificates, employer attestations, publications, etc.), to support the equivalency request.~~

2. ~~All equivalency requests are reviewed by The Faculty Qualifications Committee.~~

a) ~~The Faculty Qualifications eCommittee shall be composed of Faculty Qualification Committee shall consist of three full-time faculty discipline experts representing the three colleges in the district. In addition, a dean from the relevant discipline from a campus other than the applicant's home campus, and has will serve as a non-voting member to the primary responsibility to oversee the process and is not a voting member. In the case, where there are insufficient full-time faculty discipline experts the Academic Senate President has the right to appoint a part-time faculty to serve on the committee as long as they hold the minimum qualifications. If there are cases where there is no full-time are no faculty that possess the minimum qualifications, then the Academic Senate President shall seek outside faculty discipline experts from another Community College.~~

~~the academic members of the hiring committee (always approved by the college's Academic Senate and the dean of the division. The screening Faculty Qualifications committee must include at least three full-time faculty members currently qualified meeting the minimum qualifications in the discipline subject area of the position to be filled [see Faculty Qualification Guidelines]. b) The Faculty Qualifications eCommittee evaluates minimum-Minimum qualifications-Qualifications of individuals based on the Minimum Qualifications for Faculty and Administrators in California Community Colleges. This equivalency process is intended neither to raise nor to lower standards from the minimum-Minimum-Qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications. If a unanimous decision cannot be reached, the equivalency is not Wheregranted. Where San Mateo County Community College District standards are higher than the state minimum-Minimum qualifications-Qualifications, those local qualifications shall prevail. Faculty Qualifications Committee meetings shall be closed and confidential.~~

3. ~~The procedure for reviewing Theequivalency requests from faculty applicants shall follow procedure below:~~

a) ~~The chair of the faculty selection committee will forward to the Faculty Qualifications Committee any equivalency applications for candidates that the committee wishes to include in the hiring process~~

b) ~~The equivalency to minimum qualifications process should take place in a timely manner, with a decision from the FOC no later than two weeks from submission date of the equivalency application.~~

c) ~~The equivalency to minimum qualifications application form is attached to this procedure and is included in the online application for employment.~~

d) ~~The written decision of the Faculty Qualifications Committee will be forwarded to the Chair of the selection committee.~~

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Commented [WE6]: Should we define what is meant by "oversee the process", i.e. spell out the duties?

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Commented [WE7]: What if there is one college that does not have a discipline expert? Can one college submit two experts or does that person have to come from another community college?

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Commented [WE8]: Does this mean current faculty or people applying to become faculty members?

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Commented [WE9]: What is meant by "forwards"? Does this mean advancing from the paper screening to the interview stage?

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Commented [WE10]: Does this mean that a decision should be made within 2 weeks or that the Committee should meet within 2 weeks?

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Commented [WE11]: Why is this a recommendation? Who grants the equivalency? Down below the Board

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- e) ~~If equivalency is granted, the selection committee may include the applicant in the hiring process. The selection committee may only interview candidates who meet the minimum qualifications, or who have been determined equivalent by the FOC.~~
- f) ~~with the Academic Senate president, make a recommendation to the college president. Upon concurrence of the college president, the equivalence recommendation will be forwarded to the Board of Trustees for consideration. If a candidate with equivalency is recommended for a part time position, the equivalency decision shall be forwarded to Human Resources and placed in the employee's personnel file. For full time positions, the equivalency decision shall be forwarded to the Board of Trustees. -A copy of the Board action will be placed in the employee's personnel file.~~

4. ~~The procedure for reviewing equivalency requests for additional FSAs is as follows:~~

- a) ~~The Faculty requesting equivalence for the purpose of an additional FSA will submit the application to the Academic Senate, to be reviewed by the Faculty Qualifications Committee.~~
- b) ~~The Academic Senate will convene a Faculty Qualifications Committee annually, no later than November 15th, of each year, to review equivalency requests from applicants applying for additional FSAs.~~
- c) ~~The equivalency to minimum qualifications application form is attached to this procedure and is included in the online application for employment.~~
- d) ~~The written decision of the Faculty Qualifications Committee will be forwarded to the faculty, with a copy to the appropriate Vice President.~~
- e) ~~If the equivalency is granted, the Vice President will complete the process of assigning the additional FSA.~~

5) ~~APPEAL PROCESS:~~

~~If an applicant for equivalency disagrees with the decision, the applicant may appeal, by submitting new written documentation or clarification, to the Academic Senate president. This appeal must be submitted within ten working days after the applicant has received notification of the committee's decision. The appeal must include a written statement and evidence explaining new material to the Faculty Qualifications committee. The committee will deliberate again and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted. The Academic Senate president will provide a written response to the applicant and the appeal process ends.~~

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Commented [WE12]: I don't understand this step in the process? The selection process does not involve HR.

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Commented [WE15]: Is this the same as the ...

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Commented [WE17]: What does it mean to say ...

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~~written recommendation of the Faculty Qualifications Committee will be forwarded to the appropriate college vice president who will, with the Academic Senate president, make a recommendation to the college president. Upon concurrence of the college president, the equivalence recommendation will be forwarded to the Board of Trustees for consideration. A copy of the Board action will be placed in the employee's personnel file.~~ **APPEAL PROCESS:**
~~If an applicant for equivalency disagrees with the decision, the applicant may appeal, by submitting new written documentation or clarification, to the Academic Senate president. This appeal must be submitted within ten working days after the applicant has received notification of the committee's decision. The applicant must submit a written statement and evidence explaining new material to the Faculty Qualifications committee. The committee will deliberate again privately, and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted. The Academic Senate president will provide a written response to the applicant and the appeal process ends.~~

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2. ~~7 FACULTY QUALIFICATION COMMITTEE GUIDELINES:~~

~~Faculty Qualification Committee shall consist of three full time faculty discipline experts representing the three colleges in the district. In addition, a dean from the relevant discipline other than the applicants home campus, and has the primary responsibility to oversee the process and is not a voting member. In the case, where there are insufficient full-time faculty discipline experts the Academic Senate President has the right to appoint a part-time faculty to serve on the committee as long as they hold the minimum qualifications. If there are cases where there is no full-time faculty that posse the minimum qualifications, then the Academic Senate President shall seek outside faculty discipline expert from another Community College.~~

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~~The application cover sheet will include the names of committee members (faculty discipline experts and dean) and the vote count of any action. The vote count will be from ONLY the three full-time faculty committee members. The Dean's primary responsibility is to oversee the procedure and is a non-voting member.~~

~~Faculty Qualifications Committee shall meet in order to facilitate any necessary discussion of academic qualifications.~~

~~Faculty Qualifications Committee meetings shall be closed and confidential.~~

3. ~~APPLICANTS FOR PART TIME FACULTY POSITIONS~~

~~The application for employment includes questions to applicants about whether they possess the minimum qualifications as specified in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, and, if not, whether they wish to apply for equivalency. It is the applicant's responsibility to apply for equivalency. The applicant applying for equivalency must provide conclusive evidence to support his/her request (official transcripts, credentials, licenses, certificates, employer attestations, publications, etc.), which will validate the equivalency request.~~

~~The Faculty Qualifications Committee shall be composed of the academic members (always approved by the college's Academic Senate) and the appropriate dean. The Faculty~~

~~Qualification Committee must include three full time discipline experts (one from each college) in the same discipline to serve on the review board. See section 7 Faculty Qualification Committee Guidelines. The Faculty Qualifications committee evaluates the minimum qualification of individuals based on the Minimum Qualifications for Faculty and Administrators in California Community Colleges.~~

~~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. Where San Mateo County Community College District standards are higher than the state minimum qualifications, those local qualifications shall prevail. The written recommendation of this Faculty Qualifications Committee will be forwarded to the college vice president who will, with the Academic Senate president, make a recommendation to the college president. Upon concurrence of the college president, the equivalence recommendation will be forwarded to the Board of Trustees for consideration. A copy of the Board action will be placed in the employee's personnel file.~~

~~4. CURRENT EMPLOYEES~~

~~Current faculty will apply for equivalence by filing an "Employee Application for Equivalence to Minimum Qualifications" form with the appropriate college vice president. The Vice President, in consultation with the Academic Senate president, will identify three full time discipline experts (one from each college) in the same discipline to serve on the Faculty Qualification committee. These discipline experts will be faculty members representing the three colleges in the district. The review committee will include the dean of the relevant discipline from other than the faculty member's home campus, and has the primary responsibility to oversee the process and is not a voting member.~~

~~1. Degree Equivalence~~

~~a. The employee or applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.~~

~~2. Academic Background Equivalence~~

~~a. Related to disciplines in which a Master's degree is not generally expected or available. The employee or applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:~~

- ~~i. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and~~
- ~~ii. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.~~

~~3. Professional Achievement Equivalence~~

~~The employee or applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The employee or applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.~~

EXAMPLES: EQUIVALENCY TO MINIMUM QUALIFICATIONS EXAMPLES

Examples for of Degree Equivalence academic equivalents to degrees might include:

- * **Degree Education Equivalent to the Master's degree:**
 - **Master's degree in a related discipline as identified in the Disciplines List, including 18 semester units of upper division and/or graduate work in the discipline;**
- * **Degree Education Equivalent to the Bachelor's degree:**
 - **At least 120 semester units, including 18 semester units representing a diversity of courses generally accepted as general education and, for disciplines that require a Master's degree, 30 units in the discipline, of which 24 are upper division or graduate units.**
- * **Degree Education Equivalent to the Associate degree:**
 - **At least 60 semester units, including 18 semester units representing a diversity of courses generally accepted as general education.**

Examples for of Academic Background Equivalence academic equivalents to degrees might include:

- * **Academic Education Equivalent to the Master's degree:**
 - **Master's degree in a related discipline as identified in the Disciplines List, including 18 semester units of upper division and/or graduate work in the discipline;**
- * **Academic Education Equivalent to the Bachelor's degree:**
 - **At least 120 semester units, including 18 semester units representing a diversity of courses generally accepted as general education and, for disciplines that require a Master's degree, 30 units in the discipline, of which 24 are upper division or graduate units.**
- * **Academic Education Equivalent to the Associate degree:**
 - **At least 60 semester units, including 18 semester units representing a diversity of courses generally accepted as general education.**

Examples for of Professional Achievement Equivalence required experience might include:

- * **Professional Achievement: To establish equivalency to minimum qualification, candidates should show possession of thorough and broad skills and knowledge for each of the following:**
 - **Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline;**
 - **Extensive and diverse knowledge of the working environment of the vocation;**
 - **Completion of general education requirement**

The application cover sheet will include the names of the faculty committee members,

~~dean and the vote count of any action. The vote count will come from the Faculty Qualifications committee (three full time faculty discipline experts only). The dean has the primary responsibility to oversee the process and is not a voting member. If equivalency is denied, rationale for the decision should be recorded on the cover sheet. If an applicant does not meet equivalency, his or her application shall be returned to the Vice President and Academic Senate President for review before returning to Human Resources.~~

~~* A quorum of the Faculty Qualifications committee determining equivalency shall be three full time faculty discipline experts (one from each college). A full time faculty discipline expert will chair the committee from the submitting applicant's campus. The dean has the primary responsibility to oversee the process and is not a voting member.~~

~~* Faculty Qualifications committee shall meet in order to facilitate any necessary discussion of academic qualifications.~~

~~* Faculty Qualifications committee meetings shall be closed and confidential.~~

~~* The 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.~~

~~* The equivalency to minimum qualifications application form is attached to this process and is included in the online application for employment. Human Resources prepares the application in consultation with the Academic Senate.~~

~~* The equivalency to minimum qualifications process should take place in a timely manner, no later than two weeks from submission date of the equivalency application.~~

~~* The chair of the faculty selection screening committee will request a Faculty Qualification Committee as necessary~~

~~* The written recommendation of the Faculty Qualification Committee will be forwarded to the appropriate vice president, who with the academic senate president will make a recommendation to the college president. Upon concurrence of the college president, the equivalency recommendation will be forwarded to the Human Resources Office where it will be taken to the Board of Trustees for consideration. A copy of the Board action will be placed in the employee's personnel file. All applicant records shall be confidential.~~

~~5. ESTABLISHING FSA'S FOR NEW HIRES~~

~~Following acceptance of a job offer by a candidate, application materials may be submitted by the new faculty member to the Faculty Qualifications Committee for consideration of assignment of FSAs in addition to the primary assignment.~~

~~6. ESTABLISHING FSA'S FOR CURRENT EMPLOYEES~~

~~❖❖ Current Employee (Full or Part-time) submits APPLICATION FOR FACULTY SERVICE AREA (FSA) to the appropriate VPI office~~

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~~❖❖ It shall be the responsibility of the applicant to provide a complete application and all documentation (transcripts, credentials, certificates and verification of teaching and/or work experience) necessary to evaluate his/her qualifications.~~

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~~❖❖ An FSA application must be received in the appropriate VPI or VPSS office on or before February 15 in order to be considered as a basis for reassignment in the event of reductions in force, program discontinuance, and/or lack of funding pursuant to the provisions of Education Code, during the subsequent academic year~~

~~❖❖ Upon receipt of a complete applications and supporting documentation to the appropriate Vice President's office (VPI or VPSS), the Academic Senate president will identify the Faculty Qualifications Committee (three full-time discipline experts from each college and approve the constituted FSA committee). The VP will identify the appropriate dean to serve on the committee.~~

~~7. APPEAL PROCESS:~~

~~If an applicant for equivalency disagrees with the decision, the applicant may appeal, by submitting new written documentation or clarification, to the Academic Senate president. This appeal must be submitted within ten working days after the applicant has received notification of the committee's decision. The applicant must submit a written statement and evidence explaining new material to the Faculty Qualifications committee. The committee will deliberate again privately, and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted. The Academic Senate president will provide a written response to the applicant and the appeal process ends.~~

~~8. FACULTY QUALIFICATION COMMITTEE GUIDELINES: Moved to #2~~

~~1. Faculty Qualification Committee shall consist of three full-time faculty discipline experts representing the three colleges in the district. In addition, a dean from the relevant discipline other than the applicants home campus, and has the primary responsibility to oversee the process and is not a voting member. In the case, where there are insufficient full-time faculty discipline experts the Academic Senate President has the right to appoint a part-time faculty to serve on the committee as long as they hold the minimum qualifications. If there are cases where there is no full-time faculty that posses the minimum qualifications, then the Academic Senate President shall seek outside faculty discipline expert from another Community College.~~

~~2. The application cover sheet will include the names of committee members (faculty discipline experts and dean) and the vote count of any action. The vote count will be from ONLY the three full-time faculty committee members. The Dean's primary responsibility is to oversee the procedure and is a non-voting member.~~

~~3. If the FSA is denied, the rationale for the decision must be recorded on the cover sheet. If an applicant does not meet the FSA, his or her application shall be returned to the appropriate Vice President (VPI or VPSS) for review with the Academic Senate president~~

~~4. A quorum of the Faculty Qualifications Committee determining FSA shall be three full-time faculty members—one faculty from each college. A faculty discipline expert from the submitting college will chair the committee.~~

~~5. Faculty Qualifications Committee shall meet in order to facilitate any necessary discussion of academic qualifications.~~

~~6. Faculty Qualifications Committee meetings shall be closed and confidential.~~

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NEW Proc 3.16-05.1 (OLD 3.15.2)

~~7. The FSA 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.~~

~~8. The FSA application form is attached to this process and is included online at the DAS and Human Resources websites. Current employees will submit FSA application directly to the appropriate Vice President (VPI or VPSS).~~

~~9. The FSA review process should take place in a timely manner, no longer than two weeks from date of submission.~~

~~Academic Senate Approved: MAY 2011~~

~~SMCCCD Board Approved: September 21, 2011~~

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4/8/16 DAS

San Mateo County Community College District

**APPLICATION FOR EQUIVALENCE ~~OF~~ TO MINIMUM QUALIFICATIONS FOR
ACADEMIC POSITIONS ONLY**

PART I:

Completed by the applicant or current employee

Name (print):

Division/Dept: _____

Current teaching discipline or non-instructional academic service:

At (circle one): Cañada CSM Skyline

Email: _____ Phone/Ext. _____

Application for Equivalence to ~~establish~~ Minimum Qualifications for the discipline:

I am attaching supporting materials, such as official transcripts, credentials, licenses, certificates, employer attestations, publications, etc., which validate the following assertion(s): (check one ~~all that apply~~)

Degree Equivalence

The employee or applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List, but the degree either has a different title or area of expertise or the coursework is slightly different.

Academic Background Equivalence

Related to disciplines in which a Master's degree is not generally expected or available. The employee or applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

1. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
2. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

Professional Achievement Equivalence

The employee or applicant must have completed the General Education requirements for that degree; and show outstanding professional achievement or substantial training in the

NEW Proc ~~3.16.05~~.1 (OLD 3.15.2)

requested field and must submit substantial evidence which demonstrates that his/her preparation, experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

I understand that administrative and Academic Senate representatives, as well as the appropriate college Vice President, pursuant to current District procedures will review this Application for Equivalence. I understand that their recommendation will be forwarded to the College President for review, and if approved, will be forwarded to the Office of Human Resources for approval by the Board of Trustees.

Applicant/Employee
Signature:

Date:

4/8/16 DAS

PART II:

Completed by the Faculty Qualification Committee, Chair and forwarded to the College Academic Senate President and College Vice President, accompanied by supporting documents

Faculty Qualification Committee Members:

- | | |
|--|---------|
| 1. Faculty Chair:
<u>(local Academic Senate President, or designee)</u> | College |
| 2. Faculty | College |
| 3. Faculty | College |
| 4. Dean *
*Non Voting Member | College |

Equivalency to Minimum Qualifications for the discipline of
Vote Count: (Faculty Qualification Committee Members ONLY, does not include the Dean)
_ Recommended Not Recommended

If denied, rationale is as follows: (Attach additional sheets if needed):

Signature acknowledges process has been followed

Signature: Faculty Qualifications Committee

_____	_____
Faculty, Chair College	Date

_____	_____
Faculty College	Date

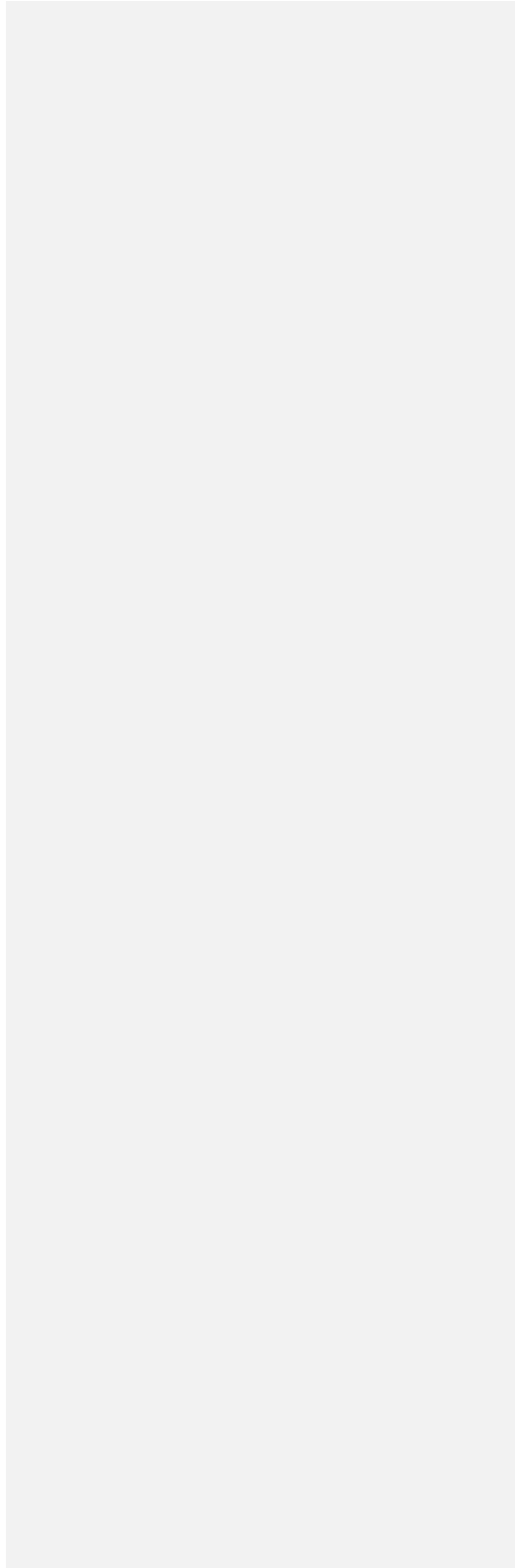
PART III: College
Faculty

Date

Dean College

Date

4/8/16 DAS



PART III:

Completed by the College Academic Senate President and appropriate Vice President and forwarded to the College President for recommendation, accompanied by supporting documents.

Equivalence to minimum qualifications for the above---listed discipline(s)

Approved Not Approved

If denied, rationale is as follows: (Attach additional sheets if needed)

Signature acknowledges process has been followed

Signature:

Academic Senate President College Date

Signature:

Vice President College Date

4/8/16 DAS

PART IV:

Completed by the College President and forwarded to the Office of Human Resources, accompanied by supporting documents

Equivalence to minimum qualifications for the above---listed discipline(s)

Approved Not Approved

If denied, rationale is as follows: (Attach additional sheets if needed)

Signature acknowledges process has been followed
Signature:

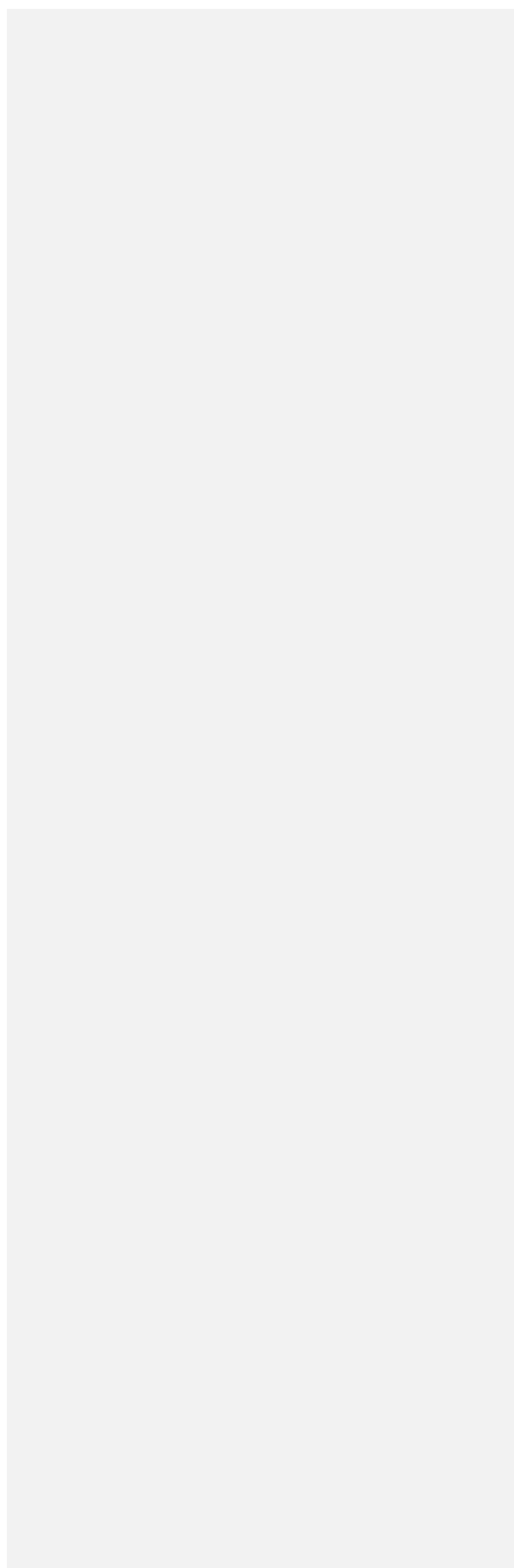
College President College Date

Board Approval Date:

Board Report #: (completed by Human Resources)

cc: VPI or VPSS and AS President

4816DAS



San Mateo County Community College District

**APPLICATION FOR FACULTY SERVICE AREA (FSA)
FOR ACADEMIC POSITIONS ONLY**

PART I:

Completed by Applicant/Current Employee

Date: _____

Name (print): _____
First, Last

Current Position: _____ Division: _____

At (circle one): Cañada _____ CSM _____ Skyline _____

E-mail: _____ Office Ext. _____

In accordance with the provisions of Education Code Sections 87743.1 through 87743.5, and the District policies/procedures/requirements for Faculty Service Areas (FSA's), I certify that my educational background, experience, and other qualifications are equivalent to the minimum qualification discipline list. [AFT Article 20.1: Faculty Service Area (FSA)]

I hereby apply for the following FSA:

In the spaces provided below, please indicate the information, which you believe, qualifies you for the requested FSA: *(Attach additional supporting documentation as may be required to verify your qualifications)*

1. Disciplines

A. Disciplines requiring a **Master's Degree**, I possess the following degrees and certification/licenses (if applicable):

i. Degree: _____ Date: _____

ii. Certification/License: _____ Date: _____

B. Disciplines requiring a **Bachelor's Degree** and two years of full time (or part time equivalent) related experience, I possess the following degrees, experience and certification/licenses (if applicable)

i. Degree: _____ Date: _____

ii. Certification/License: _____ Date: _____

iii. Experience: _____ Date: _____

C. Disciplines requiring an **Associate's Degree** and six years of full time (or part time equivalent) related experience, I possess the following degrees, experience and certification/licenses (if applicable)

i. Degree: _____ Date: _____

ii. Certification/License: _____ Date: _____

iii. Experience: _____ Date: _____

2. Professional and/or Vocational Experience: (Attach additional info if needed)

3. Other Qualifying Information: (Attach additional info if needed)

I hereby certify that all statements herein are true and factual to the best of my knowledge. I understand that this application is subject to review and evaluation through established District procedures, and that the burden of proof for verifying that I meet any and all qualification standards required for the requested FSA rests solely with me as the applicant.

~~I understand this FSA application will be reviewed by the Faculty Qualification committee and College Academic Senate President, as well as the appropriate Vice President pursuant to current District procedures. I understand that their recommendation will be forwarded to the College President for review, and if approved, will be forwarded to the Office of Human Resources for approval by the Board of Trustees.~~

Applicant Signature _____ Date

~~An FSA application must be received in the appropriate Vice President's Office on or before February 15 in order to be considered as a basis for reassignment in the event of reductions in force, program discontinuance, and/or lack of funding pursuant to the provisions of Education Code, during the academic year in which the application is received.~~

4/8/16 DAS

SUMMARY OF ACTIONS ON APPLICATION FOR FACULTY SERVICE AREA

PART II:

Completed by appropriate college Vice President and President, Academic Senate

VP Office Action: FSA application is received and forwarded to Academic Senate for further review and action

Date:

Signature:

Vice President — College

Academic Senate Action: FSA application is referred to the Faculty Qualification Committee for further review and action.

Date:

Signature:

President Academic Senate — College

4/8/16 DAS

PART III:

~~Completed by Faculty Qualifications Committee
Faculty Qualifications Committee Action:~~

~~Date of Action:~~

~~Vote Count: (Faculty Qualification Committee Members ONLY, Does not include the Dean)~~

~~FSA REQUESTED: _____~~

~~_____ Recommended _____ Not Recommended~~

~~If denied, rationale is as follows: (Attach additional sheets if needed)~~

~~_____

_____~~

~~**Signatures of Faculty Qualifications Committee:**~~

~~_____
Faculty Chair (Discipline/College) _____ Date~~

~~_____
Faculty (Discipline/College) _____ Date~~

~~_____
Faculty (Discipline/College) _____ Date~~

~~_____
Dean * Non Voting Member (Division/College) _____ Date~~

~~Upon completion, Faculty Qualifications Committee Chair returns completed form(s) to the appropriate VP office~~

PART IV:

Vice President and Academic Senate Action:

FSA Approved FSA Not Approved

This step is required only if the FSA application is approved by the Faculty Qualifications Committee.

If denied, rationale is as follows: (Attach additional sheets if needed)

Signature acknowledges that the process has been followed.

Date of Action:

Signature:

President Academic Senate College Date

Vice President College Date

4/8/16 DAS

PART V:

President Action:

FSA Approved FSA Not Approved

This step is required only if the FSA application is approved by the Faculty Qualifications Committee. If denied, rationale is as follows: (Attach additional sheets if needed)

=

=

Signature acknowledges that the process has been followed.

Date of Action:

Signature:

President College Date

PART VI

Human Resources Office Recording:

FSA Code: Faculty Service Area: Effective Date:

Date Entered in Personnel File:

Board Review Date: _____

Board Report #: _____ (completed by Human Resources)

SMCCD District Academic Senate: 09/14/15 1st Read
Date Vetted/Approved: Cañada College XXX
Date Vetted/Approved: College of San Mateo College XXX
Date Vetted/Approved: Skyline College XXX
Approved by SMCCD District Academic Senate: XXX

4/8/16 DAS

