

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 3.05 Designation of Faculty **and faculty qualifications**  
**Revision Date:** 02/17  
**Policy References:** Education Code Sections 87400 et seq., 87419.1, 87600 et seq., 87482.8  
Title 5, Section 51025

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1. Applicants for faculty positions must meet the minimum qualifications adopted by the State Board of Governors and the SMCCCD Board of Trustees. If an applicant does not meet the minimum qualifications as stated, s(he) must apply for equivalency.
2. SMCCCD will maintain appropriate procedures ensuring a fair and objective process to determine when an applicant for a faculty position who lacks the minimum qualifications specified in the Disciplines List of the Board of Governors possesses qualifications that are at least equivalent to the requirements outlined therein. All applicants or employees who wish to establish equivalency will submit their request to the Faculty Qualification Committee as described in Procedure 3.05.1.
3. Equivalency standards will be the same for both adjunct and contract (regular) faculty for purposes of employment, assignment or designation of Faculty Service Area. Minimum qualifications will be determined for disciplines, not for courses or subject areas within disciplines. Single-course equivalencies will not substitute for minimum qualifications in a discipline.
4. Faculty service Areas (FSAs) in the SMCCCD will correspond to the Discipline's List as approved by the Board of Governors. The term "competence" as related to FSAs will be defined as meeting the minimum qualifications by the Board of Governors approved by the Board of Trustees, or the equivalent, as contained in procedure 3.05.1.
5. Faculty Service Areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.
6. Employees are designated as faculty members if they serve as an instructor, counselor, librarian, nurse or other employee whose position requires that s/he meets the minimum qualifications or equivalencies for community colleges as adopted by the State Board of Governors and the District Board of Trustees.
7. Faculty members are classified as hourly, first-year contract, second-year contract, third-year/fourth-year contract or tenured and will be so notified of their classification.
8. Reemployment and classification of faculty shall be in accordance with the collective bargaining agreement with the American Federation of Teachers (AFT), Local 1493.
9. Academic titles shall be conferred upon faculty members based upon the schedule below:

3.05 Designation of Faculty (continued)

**CHART OF ACADEMIC TITLES  
REGULAR FACULTY**

Grade Step	1 B.A.	2 M.A.	3 M.A.w/45un	4 M.A.w/60un	5 PhD/EdD/JD
1					
2					
3	ASSISTANT PROFESSOR				
4					
5					
6					
7	ASSOCIATE PROFESSOR				
8					
9					
10					
11					
12					
13	PROFESSOR				
14					
15					
16					
17					
18					
19	PROFESSOR				
20					
21					
22					
23					

ADJUNCT FACULTY Grade Step	1 LECTURE	2 LABORATORY	3 SPECIAL
1			
2			
3	INSTRUCTOR		
4			
5			
6			
7	ASSISTANT PROFESSOR		
8			
9			
10			