

**CHAPTER 3: Certificated Personnel
ADMINISTRATIVE PROCEDURE NO. 3.15.2 (AP 7211)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: 3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications
Revision Date: 10/12
References: Education Code Sections 87001, 87003, 87359, 87743, 87743.1 and 87743.2;
Title 5 Sections 53400 et seq., 53406, 53410, 53412, 53417 and 53430

1. The San Mateo County Community College District (SMCCCD) faculty selection procedures are established to provide the district with qualified faculty who are experts in their subject areas and who possesses a variety of other skills including:
 - a. Teaching, advising and serving the needs of students;
 - b. Contributing to the overall effectiveness of the colleges and the district;
 - c. Demonstrating sensitivity to and ability to work with community college students who are from diverse academic, socioeconomic, cultural, linguistic, and ethnic background;
 - d. Demonstrating creativity and innovation;
 - e. Demonstrating Leadership;
 - f. Possessing effective oral and written communication skills and positive interpersonal behaviors.
2. Only a person who possesses the minimum qualifications for service or qualifications that are equivalent to the minimum qualifications, as established by the Board of Governors of the California Community Colleges, may be hired to serve as a community college faculty member. The faculty, represented by the District Academic Senate Governing Council (DASGC), has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers. The policies and procedures, as well as criteria and standards by which the Board of Trustees reaches its determinations regarding faculty hiring and qualifications, are developed by the DASGC in consultation with district administrators, the Collective Bargaining Agent, and approved by the San Mateo County Community College District (SMCCCD) Board of Trustees.
3. The Minimum Qualifications and Faculty Service Area (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.

Policy: Establishing Minimum Qualifications

4. SMCCCD faculty (Full or Part Time) must meet minimum qualifications established by the Board of Governors or shall possess qualifications that are equivalent to the minimum qualifications established by the Board of Governors. Identification of the Minimum Qualifications for Faculty in the California Community Colleges relies primarily on the recommendations of the Academic Senate for the California Community Colleges (ASCCC) Disciplines List, adopted by the Board of Governors of the California Community Colleges. Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications has been completed.
5. Where San Mateo County Community College District standards are higher than the state minimum qualifications, those local qualifications shall prevail.

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

6. The Minimum Qualifications for Faculty and Administrators in California Community Colleges lists those disciplines taught in the California Community College System and the minimum qualifications related to each discipline.

There are three types of minimum qualifications associated with the various disciplines:

- a. Disciplines requiring a master's degree
 - b. Disciplines where a master's degree is generally not available or expected but which requires a bachelor's or associate degree
 - c. Disciplines where a master's degree is not generally available.
7. For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the appropriate discipline.
 8. Minimum qualifications are determined for disciplines, not for individual courses or subject areas within disciplines. An applicant is either qualified to teach the full range of courses in a discipline or not, regardless of whether applying for a full-time or part-time position.

Licensed or Certificated Occupations

9. In addition to other minimum qualifications specified, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval.
10. All degrees and units used to satisfy minimum qualification shall be from accredited institutions. Post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education.
11. Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be equivalent. Determination of equivalency of foreign degrees shall be according to District policy.

Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians

12. The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:
 - a. Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
 - b. Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
 - c. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:
 - i. a bachelor's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

- ii. an associate degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.
- d. For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:
 - i. any bachelor's degree or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or
 - ii. any associate degree or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.

Policy: Establishing Equivalency to Minimum Qualifications

13. In the case that an applicant does not possess the exact minimum qualifications for the position to which he/she is applying, a verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the approved discipline list, nonetheless does possess "qualifications that are at least equivalent" to those specified. Candidates for all district faculty positions and those current faculty members who are making applications to serve in an academic position outside of their current faculty service area[s] will apply for equivalence.
14. The three means of demonstrating equivalency are:
- a. 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.
 - b. 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:
 - 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.
 - c. 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.
15. The employee or applicant shall provide supporting documentation, such as official transcripts, credentials, licenses, certificates, employer attestations, publications, etc. which will validate the equivalency request. Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to consideration for employment. It shall be the responsibility of the

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

applicant to provide Human Resources with a complete application and all documentation (transcripts, credentials, teaching experience and verification of work experience) necessary to evaluate their qualifications.

16. The Faculty Qualifications Committee shall determine appropriate equivalencies. Each Faculty Qualifications Committee will be composed of three full time faculty discipline experts and the appropriate dean. The dean's responsibility is to oversee the process and is not a voting member. The composition of the committee shall vary depending on the position that the individual is applying for:
 - a. Applicants for full-time faculty positions, both tenure track and temporary;
 - b. Applicants for part-time faculty positions;
 - c. Current faculty members applying for an FSA in a subject area other than the one(s) for which they meet subject area requirements.

Procedure: Applicants for Full-Time Tenure Track and Temporary Faculty Positions

17. 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.
18. The Faculty Qualifications Committee shall be composed of the academic members of the hiring committee (always approved by the college's Academic Senate) and the dean of the division. The screening committee must include at least three full time faculty members currently qualified in the subject area of the position to be filled [see Faculty Qualification Guidelines]. Faculty qualifications committees evaluate minimum 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 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.
19. The written recommendation of this 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.

Procedure: Applicants for Part-Time Faculty Positions

20. 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.
21. 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 Qualifications Committee must include three full time discipline experts (one from each college) in the same discipline to serve

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

on the review board. The Faculty Qualifications Committee evaluates the minimum qualification of individuals based on the Minimum Qualifications for Faculty and Administrators in California Community Colleges.

22. 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.
23. 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.

Procedure: Current Employees

24. 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.

Minimum Qualifications Equivalency Committee Guidelines

25. Examples for formal academic equivalents to degrees might include:
 - a. Formal 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;
 - b. Formal 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.
 - c. Formal 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.
26. Examples of establishing the equivalency of required experience. To establish this equivalency candidates should show possession of thorough and broad skill and knowledge for each of the following:
 - a. 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;
 - b. Extensive and diverse knowledge of the working environment of the vocation;
 - c. Completion of general education requirements.

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

27. 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.
28. 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. A quorum of the Faculty Qualifications committee determining equivalency shall be three full time faculty discipline experts. 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.
 - b. Faculty Qualifications committee shall meet in order to facilitate any necessary discussion of academic qualifications.
 - c. Faculty Qualifications committee meetings shall be closed and confidential.
 - d. 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.
 - e. The equivalency 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.
 - f. The equivalency process should take place in a timely manner, no later than two weeks from submission date.
 - g. 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.

Policy: Assignment of Faculty Services Area (FSA)

29. Faculty Service Area (FSA) means a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district. FSA's are based on the same minimum qualifications contained in the Minimum Qualifications for Faculty and Administrators in California Community Colleges and/or established equivalency to said minimum qualifications.

There are three types of minimum qualifications associated with the various disciplines:

- a. Disciplines requiring a master's degree
- b. Disciplines where a master's degree is generally not available or expected but a specific degree is identified
- c. Disciplines where a master's degree is not generally available or expected

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

30. The three means of demonstrating equivalency are:

a. 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.

b. 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 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.

c. Professional Achievement Equivalence

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

31. Each faculty member, upon hire, is assigned a Faculty Service Area (or multiple FSAs) depending on his or her qualifications. FSA's serve the following purpose: they determine the order by which faculty may be laid off when a district is facing reduction in force – layoffs of full-time faculty. (For the conditions under which a district may initiate faculty lay-offs, see Education Code §87743). AB 1725 requires that each local governing board, working with its faculty bargaining agent – in consultation with the local academic senate—establish faculty service areas in developing reasonable rules to use when faculty lay-offs become necessary.

Procedure: Establishing FSA's for New Hires

32. 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.

Procedure: Establishing FSA's for Current Employees

33. Current Employee (Full or Part-time) submits Application for Faculty Service Area (FSA) to the appropriate VPI office.

34. 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.

35. 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

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

discontinuance, and/or lack of funding pursuant to the provisions of Education Code, during the subsequent academic year

36. 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.

Appeal Procedure

37. 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.

Faculty Qualifications Committee Guidelines

38. Faculty Qualifications 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.
39. 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.
40. 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
41. 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.
 - a. Faculty Qualifications Committee shall meet in order to facilitate any necessary discussion of academic qualifications.
 - b. Faculty Qualifications Committee meetings shall be closed and confidential.
 - c. 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.

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

- d. 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).
- e. The FSA review process should take place in a timely manner, no longer than two weeks from date of submission.

Review and Revision of Policies, Procedures and Guidelines

- 42. Minimum qualifications are reviewed and modified by action of the State Academic Senate regularly and at the request of discipline faculty through their local Senate Governing Councils. The SMCCCD policies and procedures regarding establishing minimum qualifications, equivalencies, and FSA's are subject to review and revision every three years or more frequently if required by either the District Academic Senate or the Board of Trustees. Changes in this policy require the joint agreement of the Collective Bargaining Agent and the Board of Trustees in consultation with the District Academic Senate.

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

San Mateo County Community College District
**APPLICATION FOR EQUIVALENCE OF 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 (for current employees only):

At (check one): E-mail: _____ Office Ext. _____

- Cañada
- CSM
- Skyline

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 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 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 Signature: _____ Date: _____

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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: _____ | College _____ |
| 2. Faculty _____ | College _____ |
| 3. Faculty _____ | College _____ |
| 4. Dean * _____ | College _____ |

*Non Voting Member

Equivalence 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	Date

_____	_____
Faculty	Date

_____	_____
Faculty	Date

_____	_____
Dean	Date

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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:

_____ Date: _____

Academic Senate President

Signature:

_____ Date: _____

Vice President

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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:

_____ Date: _____

College President

Board Approval Date: _____

Board Report #: _____ (completed by Human Resources)

cc: VPI or VPSS and AS President

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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 (check one): E-mail: _____ Office Ext. _____

- Cañada
- CSM
- Skyline

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:

FSA REQUESTED: _____

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)

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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.

Signature:

Applicant

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.

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

**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

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

Date: _____

Signature:

President Academic Senate

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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



3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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

Vice President

3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

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:

College President



3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications (continued)

PART VI

Human Resources Office Recording:

FSA Code: _____ Faculty Service Area: _____ Effective Date: _____

Date Entered in Personnel File: _____

APPENDIX

AFT 1493 Contract

ARTICLE 14: LAYOFFS

14.1 UNION WILL BE NOTIFIED OF POTENTIAL LAYOFFS: When it is reasonably certain that faculty layoffs are to be recommended in specific areas, the Union will be notified of the contemplated action and the reasons therefore. It is understood that the Education Code prohibits the retention of a junior employee when a more senior employee who holds an **FSA** and is competent to perform the service is laid off.

14.4 SENIORITY LISTS PROVIDED TO THE UNION: The District will provide the Union with current seniority list of contract and regular employees, which will include the employee, their worksite, and the current **FSA(s)** on file. Any change or revision in the seniority list will be reported immediately to the Union. Seniority, worksite, and FSA information may be provided through separate lists if the District so chooses.

ARTICLE 19: PART-TIME EMPLOYMENT

19.1 SENIORITY LISTS:

Each Division or similar unit that employs part-time employees will establish a seniority list based on the first part-time employment at the specific college.

19.1.1 Regular faculty who are assigned an overload will be included in the divisional-based part-time seniority list.

19.1.2 Seniority lists shall be updated with new names and start dates that are added to the lists. Copies of the list shall be made available to faculty who make such a request. In addition a copy of the seniority lists shall be forwarded to Human Resources by the date of the fall and spring first census.

19.1.3 If a break in service exceeds three semesters, then the person's name is to be removed from the seniority list. If a part time faculty member requests, but is not given, an assignment, it will not constitute a break in service; however, if the faculty member is not given an assignment after requesting it for a period of five consecutive semesters, the person's name will be removed from the seniority list.

ARTICLE 20: FACULTY SERVICE AREAS (FSA)

20.1 FACULTY SERVICE AREAS:

Faculty Service Areas (FSAs) in the SMCCCD will correspond to the Disciplines List as approved by the Board of Governors. The term "competence," as related to Faculty Service Areas, will be defined as meeting the minimum qualifications approved by the Board of Trustees.