This Personnel Guide implements Board Rule 10305 by specifying the criteria to be used in making an equivalency determination and the procedure to be used whenever a current or prospective faculty member requests recognition of his or her qualifications to serve in a discipline on the basis of equivalency. This equivalency process is separate and distinct from the employment process.

I. Equivalency criteria for disciplines requiring the master's degree.

The applicant must have one of the following:

1. Master's degree in any discipline plus a Bachelor's degree in the discipline of the assignment, AND additional post baccalaureate coursework equivalent to a graduate major in the discipline of the assignment (30 units of upper division and/or graduate units, of which at least 15 units must be graduate); OR

2. For the Arts only: A bachelor's degree in the discipline, plus either an advanced degree from an institution specific to that art, or four years of documented professional experience in the discipline; OR

3. A bachelor's degree in the discipline, plus licensure by the governing state agency in the discipline.

II. Equivalency criteria for disciplines not requiring the master's degree.

The applicant must have one of the following:

1. A bachelor's degree in any discipline, plus two years of professional experience in the discipline of the assignment or two years of full-time teaching experience in the discipline of the assignment at an accredited post-secondary institution, plus appropriate certification to practice or licensure by the governing state agency, if applicable. Teaching and other professional experience may be combined to total the required number of years. All experience must have taken place within the ten years preceding the date of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

OR

2. An associate degree in any discipline, plus six years of professional experience in the discipline of the assignment or six years of full-time teaching experience in the discipline of the assignment at an accredited post-secondary institution, plus appropriate certification to practice or licensure by the governing state agency, if applicable. Teaching and other professional experience may be combined to total the required number of years. All experience must have taken place within the ten years preceding
the date of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

III. Equivalency Criteria for eminence in the field.

In special cases, where the applicant is nationally prominent in the discipline, his or her experience, work, independent education, or academic/artistic/vocational accomplishments may be considered in determining whether he or she possesses qualifications that are at least equivalent to the relevant State Qualifications.

To be considered for an equivalency based on eminence, the applicant will possess documented evidence of national prominence based on superior scholarly research, acknowledged publications, acclaimed performance, or similar accomplishments in the discipline clearly beyond those that are usual for a typical expert in the field.

IV. Procedure for determining equivalency.

1. Any current or prospective faculty member who is an applicant for a faculty position may request recognition of his or her qualifications to serve in a discipline on the basis of equivalency by submitting the LACCD Application for Equivalence.

2. Upon receipt of an Application for Equivalence, the Senior Associate Vice Chancellor for Human Resources or his or her designee shall refer the application to the appropriate representatives of the District Academic Senate who shall recommend whether an equivalency should be granted.

3. After relying primarily on the advice of the District Academic Senate, the Senior Associate Vice Chancellor, shall either approve the application, or return it to the District Academic Senate with comments and a request for further review.

4. The Senior Associate Vice Chancellor for Human Resources or his or her designee will communicate the final action on each Application for Equivalence to the applicant and the District Academic Senate President.

V. College procedure for determining provisional recognition of equivalency—temporary adjunct or hourly rate positions only.

Any current or prospective faculty member not possessing the minimum qualifications for the discipline to which he or she is about to be assigned and who is an applicant for a temporary adjunct or hourly rate faculty position may be referred by the department chair to the academic senate president or designee to be considered for provisional recognition of his or her qualifications to serve in a discipline on the basis of equivalency. The College Academic Senate President will notify the College President or designee that an equivalency process has been initiated.

1. In order for the applicant to be considered, he or she must provide a completed equivalency application including transcripts (official or unofficial) to the department chair or his or her designee.
2. The Department Chair or designee shall convene a committee to evaluate whether or not the college should give the applicant provisional recognition of his or her qualifications to serve in a required discipline on the basis of equivalency. In the event of last minute hire, the following process will be completed within five (5) working days of the employee’s first day on the job. If the process is not completed within the five (5) working days specified above, the potential employee’s assignment will be terminated immediately.

3. The committee shall consist of three voting faculty members and one non-voting administrative member, none of whom shall also be involved in considering the applicant for employment:

   a) The President of the Academic Senate or his or her designee, voting member;

   b) Two faculty members from the discipline in which the applicant is seeking equivalence, or a closely related discipline, selected by his or her peers in the discipline; voting members; and

   c) The Vice President of Academic Affairs or Student Services, as appropriate, or designee, non-voting member.

4. The committee will review all documents forwarded to it and follow the criteria for equivalence contained in this Personnel Guide. Once the committee has reached a conclusion about granting or denying provisional recognition of equivalency, it shall forward its recommendation to the President of the College Academic Senate and the College President.

5. If the College Academic Senate grants and the College President accepts the provisional equivalence, the applicant’s qualifications in the discipline or disciplines for which the provisional equivalency was granted shall not be deemed to have been established for all purposes, but he or she shall be considered to be provisionally qualified and may be employed for only one term in the temporary assignment in question. If, for compelling reasons, the College President does not accept the recommendation of the College Academic Senate, he/she will provide a written explanation. If the college actually employs the applicant in the temporary position, it may not re-employ him or her in any further assignments that require similar qualifications unless the applicant’s qualifications are fully validated through the standard procedure for determining equivalency described above.

6. The granting of a provisional recognition of equivalency does NOT imply an offer of employment.

7. The District Division of Human Resources shall keep a list of people who have been granted provisional equivalency by semester.
Los Angeles Community Colleges
College Procedure for Determining Provisional Equivalency
Temporary Adjunct or Hourly Rate Positions Only, to be completed by the department chair

1. Date: _____________________________ Discipline: _____________________________

2. Name of potential adjunct or hourly rate employee: _____________________________________________________________ Print Clearly

3. Course name(s)/number(s): ___________________________________________________________
   Course meeting time(s) and day(s): ___________________________________________________________________________

4. Prior faculty assignment(s) in the LACCD
   □ None □ Yes, give details

5. Documents attached:
   □ LACCD Application for Equivalence □ Transcripts

6. Review committee:

   Academic Senate President or designee (voting)

   Faculty members (voting)--From the discipline, or related field, in which the applicant is seeking equivalence-selected by peers in the discipline.

   President or designee (non-voting):

7. Committee Recommendation: The committee has reviewed all documents forwarded to it and followed the criteria for equivalency contained in Personnel Guide B342. None of the committee members is involved in considering the applicant for employment. The committee recommends that the request for provisional equivalency for this term be:
   □ Denied □ Granted for _______________________ semester, 20_________________

This recommendation is forwarded to the College Academic Senate President and the College President in keeping with the terms and conditions described in Personnel Guide B342.

Date Forwarded: ______________________________________________________________________________________________

Date specified must be within five (5) days of first day on the job. If the process is NOT completed within the five working days specified above the potential new employee will be terminated immediately.

Department Chair: _____________________________ College Academic Senate President: _____________________________

College President or designee: _____________________________ Date: _____________________________

Upon approval of this provisional equivalence, the applicant is considered to be provisionally qualified and MAY be only employed for this term in the temporary assignment in question. The recognition of equivalence is not an offer of employment. If the college actually employs the applicant in the temporary position, it may not re-employ him or her in any further assignments that require similar qualifications unless the applicant’s qualifications are fully validated through the standard procedure for determining equivalency as described in Personnel Guide B342.