

3022.            ADMINISTRATIVE REGULATIONS ON EQUIVALENCY

3022.1            The Administrative Dean, Human Resources, in consultation with the Academic Senate shall administer these regulations.

3022.2            Equivalency Committee Membership

- A.    Nine (9) voting faculty
  - 1.    Four (4) from disciplines in which a master's degree is generally expected or available.
  - 2.    Four (4) from disciplines in which a master's degree is not generally expected or available.
  - 3.    One (1) representative from the Academic Senate who shall also serve as the Equivalency Committee chair.
- B.    One nonvoting ex officio faculty representative from the discipline (the department head or his/her designee).
- C.    Two (2) voting instructional administrators.
- D.    The Administrative Dean, Human Resources, shall serve as a nonvoting ex officio member.

3022.3            Equivalency Committee Chair

The chair of an Equivalency Committee shall be appointed by the Academic Senate President for a two year term.

3022.4            Quorum

The quorum for the Equivalency Committee shall be constituted of six (6) members, present and voting. The quorum shall contain at least two (2) members from disciplines in which a master's is generally expected or available, at least two (2) from disciplines in which a master's is not generally expected or available, and at least one (1) instructional administrator.

3022.5            Committee Process

Each department must have an approved equivalency statement on file with the Equivalency Committee and the Human Resources Office. The Equivalency Committee will not act on any request for equivalency without having this statement on file with the Committee.

- A.    Application
  - 1.    An application for equivalency is completely the responsibility of the applicant.
    - a.    Applications must be submitted on the form provided by the Personnel Office.

- b. Supporting documents such as transcripts and verification must be attached to the completed application form.
  - c. Twelve (12) copies of all documentation must be submitted by the department head or designee to the Equivalency Committee chair at least seven (7) working days prior to the meeting during which the request will be considered.
2. Screening Committee or applicant requests for determination(s) of equivalency shall be represented by the department head or designee of the discipline.
  3. Resource people invited by the Equivalency Committee and the department head may be present during presentation of an applicant's request.
  4. The department head or designee as an ex officio, nonvoting member of the Equivalency Committee must be notified of all proceedings having to do with his/her applicant within a reasonable amount of time. The department head or designee is invited to attend all such proceedings.

B. Deliberations

1. For each applicant, only the department head or designee and resource people invited by the Equivalency Committee shall be present to apprise the Committee of the details of the application.
2. Only Committee members shall be present during Committee deliberations.
3. Only voting Committee members shall be present during balloting.
4. All Equivalency Committee decisions shall be made by the quorum defined above.
5. Results of the balloting shall be recorded by number and incorporated in Committee minutes.

C. Record of Decisions and Principles Used to Make Decisions

1. Within five (5) working days of the Committee meeting, all decisions will be submitted on the proper form to the appropriate Vice President, the Dean of Personnel, the department head, the applicant, and the Equivalency Committee members.
2. The Equivalency Committee shall establish and maintain by discipline a written, permanent record of the decisions made and the principles used in reaching these decisions.

- a. This written record shall be cumulative, and the principles used and the decisions made previously shall serve as precedent for applications under current consideration.
- b. Annually, this cumulative record shall be presented to the Academic Senate, the Vice President of Academic Affairs, Administrative Dean, Human Resources, and the Superintendent-President to be retained as a permanent record.

D. Appeals

Applicants who are not granted equivalency on initial application may request through the department head, or designee, further dialogue with a special Committee appointed by the Academic Senate. Applicants must provide a clear, written request why a second review of their application is appropriate.