

## APPLICATION FOR EQUIVALENCE: GENERAL INFORMATION

Thank you for your interest in a faculty or educational administrator position in our District. The information below is important because it pertains to all applicants who do not possess the minimum qualifications of education and/or work experience established for positions in these two categories.

Applicants who do not meet the stated minimum qualifications for faculty or educational administrator positions advertised by Marin Community College District, may apply for these positions by requesting consideration based upon an assertion of “equivalence” through one or more of the categories described in the Application for Equivalence.

### MINIMUM QUALIFICATIONS

Pursuant to California Education Code §§87356-87360, Marin Community College District complies with regulations established by the Board of Governors in establishing and maintaining the minimum qualifications for service as a faculty member teaching credit instruction; a faculty member teaching noncredit instruction; a librarian or counselor; employees of the Extended Opportunity Programs and Services and the Disabled Students Programs and Services; a supervisor of health; an apprenticeship instructor; and for service as an educational administrator. Individuals who hold a lifetime California Community College Credential authorized to serve in any of these same categories shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed by Marin Community College District to possess the minimum qualifications specified for every discipline or service covered by the credential.

### EQUIVALENCE TO MINIMUM QUALIFICATIONS

All persons hired as community college faculty members or educational administrators shall possess qualifications that are at least equivalent to the minimum qualifications established by the Board of Governors and reflected on District job announcements.<sup>1</sup> The criteria and standards by which the Marin Community College District Board of Trustees reaches its determinations regarding faculty members and educational administrators has been developed and agreed upon jointly by the Board and the District Academic Senate, and approved by the Board of Trustees.

### ADMINISTRATIVE RETREAT RIGHTS

Equivalency determination by the District Academic Senate is critical because, pursuant to California Education Code §87458, individuals who are employed as educational administrators after July 1, 1990, will have the right to retreat to faculty status when their administrative assignments are terminated, provided they have completed at least two years of satisfactory service, including any time previously served in the District as a faculty member, and have been terminated from their administrative assignment for any reason other than dismissal for cause.

Please refer to the minimum qualifications listed in the job announcement for specific educational and work experience requirements. The completed Application for Equivalency form must be submitted as part of your application packet, on or before the stated close of the recruitment period as indicated on the job announcement.

The Application for Equivalence and all supporting documents that you believe support your assertion of equivalence, must directly address the equivalence that you are requesting for consideration.

Marin Community College District is an Equal Opportunity Employer.

<sup>1</sup> Minimum qualifications for faculty disciplines and certain categories of employment in the California Community Colleges are detailed in the publication: *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, Human Resources Division, Chancellor’s Office, California Community Colleges.

## **APPLICATION FOR EQUIVALENCE**

This form must be completed and submitted, as part of your application packet, by all applicants for faculty or educational administrator positions who do not possess the minimum qualifications of education and/or work experience as stated on the job announcement. Please attach any documents that you believe will support your assertion of equivalence.

**Job Announcement Title:** \_\_\_\_\_ **Date Applied:** \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Last Name First Name M.I.

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Discipline(s) for which equivalency is asserted: \_\_\_\_\_

I am asserting equivalence to minimum qualifications based on the following category:

DEGREE EQUIVALENCE: I hold a degree that is of similar content to those listed in the job announcement. (Copies of applicable transcripts must accompany this Application). All degrees and units used to satisfy minimum qualifications must be from accredited institutions. For the purposes of the equivalency process, "accredited institution" means a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education, or the Council on Postsecondary Accreditation. It does not mean an institution that has been approved by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of international degrees may require submission of transcripts to an outside transcript service, at the applicant's expense.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

ACADEMIC BACKGROUND EQUIVALENCE: I have an academic background that meets all of the requirements for minimum qualifications in an allied field, and I possess \_\_\_\_\_ semester units of upper division work, and/or \_\_\_\_\_ semester units of graduate work in the academic field specified in the job announcement. (Copies of applicable transcripts must accompany this Application).

PROFESSIONAL ACHIEVEMENT EQUIVALENCE: I assert that I have professional achievement or substantial training in the field specified in the job announcement. (Preparation, experience and ability must be equivalent to those expected from an applicant who meets the stated minimum qualifications. Supporting documents must accompany this Application)

**I certify that all of the information herein contained is true and accurate. I understand that falsification of application information is grounds for elimination from the selection process or for dismissal from District employment.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_