

Human Resources**AP 7211 Faculty Service Areas, Minimum Qualifications, and
Equivalencies****References:**

Education Code, Sections 87001, 87003, and 87743.2;
Title 5, Sections 53400 et seq.;
ACCJC Accreditation Standard 3

Faculty Service Areas

The Board of Trustees of the Cerritos Community College District in conformance with Education Code Section 87743, provides for the establishment, in joint agreement with the Faculty Senate, of Faculty Service Areas (FSAs) to be used in the event of a reduction in force while providing each contract or regular faculty member and educational administrator who has tenure as a faculty member the right to qualify for one or more of these FSAs. (Education Code Sections 87743, 87443.1, 87443.2, and 87443.3)

The Board of Trustees authorizes the administration and the Faculty Senate to jointly establish and implement the procedures necessary to carry out this policy. (Education Code Section 70902)

FSAs shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors for each FSA to which they apply.

Equivalencies

The Senate Committee on Hiring Standards shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Faculty Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications.” In order to ensure that the governing board relies primarily on the advice and judgment of the Faculty Senate, the Senate Committee on Hiring Standards shall:

- Ensure that no equivalency determination is made without participation by a discipline expert meeting minimum qualifications in the relevant discipline.

- Recommend all equivalency determinations to the governing board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Faculty Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not to be used to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The selection committee will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the Senate Committee on Hiring Standards prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The Hiring Standards Committee shall employ the following procedures in emergencies or special circumstances:

- When a candidate to be offered an adjunct or temporary position is also an equivalency candidate, the Senate Hiring Standards Committee will follow its standard procedures for reviewing equivalency requests.
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to:
 - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.

- 73 ○ Additional sections of a class have been added shortly before the
- 74 beginning of a session or after the session has begun.
- 75 ○ An unforeseen opportunity occurring shortly before the beginning of a
- 76 session to staff sections in locations, venues, or subject matter specialties
- 77 for courses which previously have been difficult to schedule or staff
- 78 (certain off-campus sites, contract education, short courses, etc.).

79 The District may elect to award equivalency for faculty teaching in vocational disciplines
80 that do not require a master's degree.

- 81 • Semester units/experience: 120 semester units AND two years of experience in
- 82 the discipline; or 60 semester units AND six years of experience in the discipline.
- 83 NOTE: All semester or equivalent units must all be earned from a regionally
- 84 accredited postsecondary educational institution.
- 85 • Related occupational experience: May be substitute by teaching experience in
- 86 the discipline or related discipline on a year-for-year basis.
- 87 • Recency: An individual employed to teach a vocational discipline shall
- 88 demonstrate competency in the current technology of that discipline.
- 89 • Rare exceptions: In the rare case that an individual does not specifically meet the
- 90 equivalency provisions as stated in the above sections, and the department
- 91 chair, the full-time faculty in that discipline (if applicable), supervising instructional
- 92 administrator, and Vice President of Academic Affairs agree that the person is
- 93 otherwise qualified to teach in that discipline, that individual's qualifications may
- 94 be recommended to the Senate Committee on Hiring Standards chair as deemed
- 95 "equivalent" for that discipline.

96 Office of Primary Responsibility: Vice President, Human Resources
97 Vice President, Academic Affairs

Date Approved: 5/20/26