

4.3.11P
EQUIVALENCY OF MINIMUM QUALIFICATIONS FOR
EDUCATIONAL AND CLASSIFIED ADMINISTRATORS
ADOPT: APRIL 10, 2001
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ED CODE: 87002, 87359, 87458

- I. Purpose. The following Equivalency Procedure is to be used when an applicant for either an Educational or Classified Administrator position does not possess the exact degree or experience as specified in the District's minimum qualifications, but does nonetheless possess qualifications that are at least equivalent to those minimum qualifications. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.
 - A. All Educational and Classified Administrator position announcements will state the required minimum qualifications as specified by the District, including the possibility of meeting the equivalent of the required degree or experience.
 - B. District application forms for administrator positions will ask applicants to state whether they meet the minimum qualifications of the District or whether they believe they meet those qualifications based on equivalency. Those claiming equivalency will then be asked to file for equivalency. If claiming equivalency, it will be the responsibility of the applicant to document all course work, degree programs, and related professional experience.
 - C. The screening and selection committee will first screen all qualified applicants, assuming that those claiming equivalency are, in fact, equivalent. If selected for interview, those claiming equivalency will have their documentation examined by the Director of Human Resources or designee (for Classified Administrators) and the Academic Senate Equivalency Committee (for Educational Administrators) and President/Superintendent prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be allowed to participate in the interview process.

For Classified Administrators Only

- II. The screening committee shall send its recommendations concerning equivalency to the Human Resources Department before candidates are notified of interviews. The Director of Human Resources, or designee, will review the recommendations of the screening committee asking the following questions:
 - A. Was the decision made in accord with this procedure?
 - B. Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
 - C. Are the Committee's recommendations consistent with similar recommendations made by earlier committees for this position or for similar positions?
 - D. The Director of Human Resources, or designee, will work cooperatively with the screening committee to resolve any disagreements about the equivalency of an applicant. Once agreement has been reached with the screening committee, the Director

of Human Resources, or designee, will forward the recommendation of the Committee to the appropriate Vice President and to the President/Superintendent for final approval.

- E. If agreement cannot be reached, the decision of the President/Superintendent shall prevail, and the Human Resources Department will be promptly notified of his/her decision.

For Educational Administrators Only

- III. A person applying for an administrative position that is not part of the classified staff, who is hired after July 1, 1990, and who has not acquired tenure status as a faculty member shall be assigned as a first-year probationary faculty member, under specific terms and conditions, if his/her administrative assignment expires or is terminated. (Education Code Section 87458.)
 - A. An applicant who is applying under equivalency for an educational administrator must also meet minimum qualifications to teach in a particular discipline at SRJC prior to being interviewed for the administrative position. The applicant will be informed in writing whether or not his/her qualifications were determined to be equivalent to the minimum qualifications of the Disciplines List prior to being selected for an interview for the administrative position.
 - B. In cases where an applicant for an educational administrative position is applying under equivalency, the following process will be used:
 - 1. The screening committee shall send its recommendations concerning equivalency to the Human Resources Department and to the Academic Senate Equivalency Committee before candidates are notified of interviews. The Equivalency Committee will review the recommendations of the screening committee, asking the following questions:
 - a. Was the recommendation made in accordance with the procedure?
 - b. Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
 - c. Are the committee's recommendations consistent with similar recommendations made by earlier committees for this position or for similar positions?
 - d. Does the applicant meet the minimum requirements for teaching in a particular discipline to which he/she will be assigned if his/her administrative assignment expires or is terminated?
 - C. Once the Academic Senate Equivalency Committee has determined its recommendation, the candidate's equivalency documents will be forwarded to the President/Superintendent for final approval.
 - D. The Academic Senate Equivalency Committee will work cooperatively with the screening committee to resolve any disagreements about the equivalency of an applicant. If agreement cannot be reached, the decision of the President/Superintendent shall prevail, in accordance with Education Code Section 87359, and the Human Resources Department will be promptly notified of his/her decision.