



# Instructions For Equivalency Requests (faculty & administrator positions)

1. Review the minimum qualifications section of the job posting.
2. Review the MiraCosta Community College District's Equivalency Guidelines on the following pages. If the minimum qualifications require a Masters degree, please use **Part 1** of the Guidelines. If the minimum qualifications **do not** require a Masters degree, please use **Part 2** of the Guidelines.
3. Using the MiraCosta Community College District's Equivalency Guidelines on the following pages, attach a narrative document to your application that supports your request for equivalency based on those guidelines. The narrative should include the following:
  - a. Your name
  - b. The title of the position for which you are applying
  - c. The discipline in which you are requesting equivalency
  - d. The number and letter of the guideline under which you are claiming equivalency
4. Based on the specific guideline under which you are claiming equivalency, provide the appropriate documentation (if applicable) which may include, but not be limited to, the following:
  - a. Copies of relevant transcripts noting appropriate coursework
  - b. Catalog descriptions of the courses referenced in (a) above
  - c. Evidence of discipline related work experience, research or publications
  - d. Current letters which support eminence in your field

By attaching this narrative document to your application, you attest to the best of your knowledge that the statements contained therein are complete, true and correct.



# EQUIVALENCY GUIDELINES

For all disciplines in which a Masters degree is a minimum qualification

## PART 1:

### I. CANDIDATE HOLDS A MASTERS DEGREE

A candidate who holds a Masters Degree may be considered for equivalency if:

- A. The Masters Degree is in a related field that is not listed under minimum qualifications. The recommending department may petition the Board of Governors for a permanent addition of the field to the list of minimum qualifications.
- B. The candidate has a Masters Degree in a related or unrelated field and a Bachelors Degree in the discipline.

### II. CANDIDATE HOLDS A MASTERS DEGREE

The candidate would be subject to a higher standard of scrutiny than under Part I above.

- A. The Masters Degree is in an unrelated field, but the candidate has significant discipline-related experience.
- B. The Masters Degree is in an unrelated field, but the candidate has demonstrable discipline-related skills.

### III. CANDIDATE DOES NOT HOLD A MASTERS DEGREE, BUT COMBINES ADEQUATE EDUCATION AND EXPERIENCE

A candidate may be considered if:

- A. The candidate has at least 24 semester units (3 quarter units = 2 semester units) of graduate/upper division coursework in the discipline aspect of a graduate program or 24 semester units of graduate coursework in the discipline not part of a graduate program in which equivalency is claimed AND one of the following, or some combination thereof:
  - 1. At least one year of direct work experience in the field
  - 2. At least one academic year of supervised research of at least 10 hours per week
  - 3. A publishing record that demonstrates a similar effort to either completion of a thesis, a year of work experience or a year of research as explained above.
- B. The candidate has no discipline-specific graduate units, but has a Bachelors degree in the discipline AND 5 years of discipline-specific experience in work, research and/or publication as detailed in III.A.1-3 above.

### IV. QUALIFICATION BY EMINENCE

Eminence and experience are not synonymous, although a candidate with eminence will clearly have significant experience in the field. Eminence does not necessarily include education. Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.



# EQUIVALENCY GUIDELINES

For all disciplines in which a Masters degree is not normally required or available, including some but not all vocational and non-credit fields

## PART 2:

### V. QUALIFICATION BY EDUCATION

- A. A candidate who holds a Bachelors or Associates Degree may be considered for equivalency if the Bachelors Degree or Associates Degree is in a related field that is not listed under minimum qualifications. The recommending department may petition the Board of Governors for a permanent addition of the field to the list of minimum qualifications.
- B. When the minimum qualification is a Bachelors Degree plus two years experience, the education component may be substituted for as follows: 120 semester units minimum of coursework. Half of the coursework must be upper division and include substantial amounts of general education. Candidate must have earned a minimum of 24 units of upper-division coursework in the discipline in which equivalency is claimed.
- C. When the minimum qualification is an Associates Degree plus six years experience, the education component may be substituted for as follows: 60 semester units minimum of coursework. A minimum of 12 units must be in the discipline in which equivalency is claimed and a minimum of 18 units must be general education.

### VI. QUALIFICATION BY EXPERIENCE

- A. A candidate should have at least ten years of significant experience when not using any education to qualify for a discipline in which the minimum qualifications are either a Bachelors Degree plus two years experience or an Associates Degree plus six years experience. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- B. For a candidate to qualify under a mixture of education and experience, the general rule is that one year of significant experience is equivalent to 15 units of coursework. Again, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.

### VII. QUALIFICATION BY PROFESSIONAL CERTIFICATION

- A. The recommending department must demonstrate how the candidate's professional certification is equivalent to the requisite education or experience.

### VIII. QUALIFICATION BY EMINENCE

Determination of eminence should be based upon a conviction that the candidate, if considered by recognized authorities in the field, would have an eminent reputation and would be judged superior. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.