



Instructions for Faculty Equivalency Requests

1. Review the "Minimum Qualifications" section of the job posting and look at your transcripts. If the degree major(s) listed on your transcripts does not **EXACTLY** match the degree major(s) listed in the job posting, you do not **directly** meet the minimum qualifications and you must request equivalency.
2. Review the MiraCosta Community College District's Equivalency Guidelines on the following pages. If the minimum qualifications require a Master's degree, please use **Section A** of the Guidelines. If the minimum qualifications require a specific Bachelor's degree, please use **Section B**. If the minimum qualifications require any Bachelor's or Associate degree plus experience, please use **Section C**.
3. Using the Equivalency Guidelines on the following pages, attach an equivalency narrative document to your online application that supports your request for equivalency based on **one specific guideline**. 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. The narrative must include the following:
 - ◆ Your name
 - ◆ The title of the position for which you are applying
 - ◆ The discipline in which you are requesting equivalency
 - ◆ The section and number of the guideline under which you are requesting equivalency (for example: Section A3).
4. Based on **one specific guideline** under which you are requesting equivalency, provide the appropriate documentation listed below. If catalog pages are required, please be aware that most colleges and universities maintain electronic versions of their catalogs on their website, including archived catalogs from previous years.

Guideline #	Documentation Required
A1, A2, B1	Table comparing (1) coursework from any accredited institution awarding a degree title that is listed on the minimum qualifications list and (2) coursework from your granting institution awarding a comparable degree with a different title. Table should include: name of both institutions; course numbers; course titles; course descriptions; and number of semester units. Catalog pages showing course descriptions must also be submitted.
A3	Table listing at least 24 semester units of discipline-related, upper division/graduate coursework toward the required bachelor's for which equivalency is being requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.
A4	Table listing at least 24 semester units of discipline-related, graduate-level coursework – include the following: name of institution(s); course numbers; course titles; course descriptions; and number of semester units. Catalog pages showing course descriptions must also be submitted.

Guideline #	Documentation Required
B2	<p>If you possess any bachelor's degree or higher, complete only step (2) below. If you do not possess a bachelor's degree or higher, you must complete both steps (1) and (2) below.</p> <p>(1) Table listing a minimum of 120 semester units of lower/upper division and/or graduate coursework – include the following: name of institution(s); course numbers; course titles; course level (lower division/ upper division/ graduate); and number of semester units.</p> <p>(2) Table listing at least 18 semester units of upper division and/or graduate coursework in the discipline in which equivalency is requested – include the following: name of institution(s); course numbers; course titles; course descriptions; course level (upper division/graduate); and number of semester units. Catalog pages showing course descriptions must also be submitted.</p>
A5, B3, B4, C1, C2, C3	<p>Table listing experience, name of employer(s), dates of employment (start and end month/year), full-time or part-time (if part-time, must state hours per week and months per year); document(s) verifying employment from previous employer's human resources or payroll department(s); if self-employed, you must provide a notarized document listing experience.</p>
A6, B5, C4	<p>List of professional accomplishments in the field and supporting documents. Examples of supporting documents could include information about the following: being a featured speaker at conferences; a list of conferences that you presented at; being a published author of books, articles, research, and/or DVDs related to the field; an internet presence; media appearances and interviews; letters of recommendation that vouch for your eminence in the field.</p>



Equivalency Guidelines – Section A

SECTION A: For all disciplines in which a Master’s degree is a minimum qualification, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

- A1. *[Before electing to proceed with this guideline, please review guideline A4 below to determine if A4 is a simpler option for you.]* Candidate holds a related master’s degree that is not specifically listed for that discipline under minimum qualifications in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate’s granting institution. (The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.)
- A2. *[Before electing to proceed with this guideline, please review guideline A3 below to determine if A3 is a simpler option for you.]* Candidate holds a master’s degree that is on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, but the title of candidate’s bachelor’s degree is not the exact title of the degree on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, it is a comparable degree with a different title from the candidate’s granting institution.
- A3. Candidate holds a master’s degree that is on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*; however, the candidate lacks the required bachelor’s degree identified on the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. The candidate must have at least twenty-four (24) semester units of discipline-related, upper division/graduate coursework towards the required bachelor’s degree for which equivalency is being requested.
- A4. Candidate holds a Master’s degree in another field, but the candidate has at least twenty-four (24) semester units (3 quarter units = 2 semester units) of discipline-related graduate-level coursework.
- A5. Candidate does not hold a master’s degree, but has a bachelor’s degree in the discipline AND five years of full-time or full-time equivalent of discipline-specific experience in higher education teaching, research and/or publication, or professional work experience in the field.
- A6. Candidate may qualify 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 – Section B

SECTION B: For disciplines in which a Master’s degree may not be required or available, the minimum qualifications require a specific Bachelor’s degree, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

- B1. *[Before electing to proceed with this guideline, please review guideline B2 below to determine if B2 is a simpler option for you.]* Candidate holds a related Bachelor’s degree that is not specifically listed for that discipline under minimum qualifications in the Minimum Qualifications list; however, it is a comparable degree with a different title from the candidate’s granting institution. (The recommending department may petition the Board of Governors for a permanent addition of the degree to the list of minimum qualifications.)
- B2. Candidate does not hold the required Bachelor’s degree. The education may be substituted for as follows: 120 semester units minimum of coursework, including substantial general education coursework. At least 60 units of the coursework must be upper division. Candidate must have earned a minimum of 18 semester units of upper-division coursework in the discipline in which equivalency is requested.
- B3. Candidate must have at least ten years of related full-time or full-time equivalent professional experience when not using any education to qualify for a discipline in which the minimum qualifications are a Bachelor’s degree. Moreover, evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- B4. Candidate may qualify 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 – Section C

SECTION C: For disciplines in which a Master’s degree is not generally available, the minimum qualifications are any Bachelor’s degree and two years of professional/ occupational* experience, or any Associate degree and six years of professional/ occupational* experience, as per the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” at https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

* “Professional experience” includes teaching experience. “Occupational experience” does not include teaching experience. (Title 5, Article 1, section 53404 - Definition of Experience)

- C1. Candidate may be eligible under a combination of education and experience of at least ten years of full-time or full-time equivalent. One year of related professional/occupational experience is equivalent to and may be substituted for 15 semester units of coursework. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C2. Candidate must have at least ten years of related full-time or full-time equivalent professional/occupational experience when not applying any education toward equivalency. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C3. Candidate may be eligible by a combination of work experience and professional certification when not applying any education. The certification must be issued by a recognized professional organization in the discipline. Candidate must also have at least eight years of related full-time or full-time equivalent professional/occupational experience. The department must validate the candidate’s certification. Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a post-secondary educational context.
- C4. Candidate may qualify 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.** Evidence must be provided that the candidate possesses the ability to clearly articulate the subject matter in a collegiate context.