

Bylaws of the Cerro Coso College Equivalency Committee

I. Name

These Bylaws apply to the Cerro Coso College Equivalency Committee.

II. Purpose

As a committee of the Cerro Coso College Academic Senate, the Equivalency Committee has been 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 Academic Senate to determine that each individual employed under the authority granted by the regulations possess qualifications that are at least equivalent to the applicable minimum qualifications.” (Source: Administrative Procedure 7211)

III. Members

The Equivalency Committee shall consist of at least four (4) faculty members.

The faculty members of the Equivalency Committee shall be appointed according to the Cerro Coso College Academic Senate Bylaws.

Each faculty member of the Equivalency Committee will serve for renewable two-year terms.

If a faculty member is unable to fulfill his or her duties, a replacement for him or her will be appointed by the Academic Senate President.

IV. Officers

The Equivalency Committee Chair shall be appointed according to the Cerro Coso College Academic Senate Bylaws.

V. Meetings

The Equivalency Committee shall schedule ad hoc meetings if any application does not produce a unanimous determination that the appropriate process has been followed.

The quorum for conducting the meeting shall be a majority of the committee members.

VI. Process

The Human Resources Department receives applications for open positions, both part-time and full-time.

For Part-Time applications requiring equivalency, the process is as follows:

Part-Time

1. Applicant for a part-time position completes the “Application for Equivalency” form.
2. Human Resources notifies the Department Chair
3. Department Chair contacts full-time *discipline* members to review the candidate’s material.
 - a. **Up to** three discipline members review the material not to include the department chair.
 - b. If the discipline does not have three full-time faculty members, then two or one is acceptable.
 - c. The department chair shall not be one of the reviewers UNLESS the chair is the only member of the discipline.
 - d. If there are no full-time discipline members, then a full-time faculty member who is not the department chair may be selected from a closely associated discipline.
4. Based on the candidate’s materials, discipline reviewers each recommend or do not recommend approval, fill out “Discipline Faculty Review for Equivalency Form,” and sign.
5. Human Resources notifies the Equivalency Chair when the discipline review is complete.
6. Equivalency Committee reviews the decision of the discipline faculty to ensure that the equivalency process has been consistently and fairly applied. If discrepancies exist, the committee may meet with the discipline members to make a final determination.
7. Equivalency Committee communicates its decision to the Academic Senate President.
8. Academic Senate President fills out “Certification of Equivalency” and signs.
9. Applicant is added to the qualified applicant pool and is eligible for interview by the department chair.

For a full-time position, the process would be identical, except for Step 1. Instead, the Screening Committee would contact the Dept. Chair (presumably, the Dept. Chair would also be on the screening committee for a position within the department) to request discipline faculty to review the candidate's hiring application for equivalency. All subsequent steps would be identical.

The deliberations of the Equivalency Committee will follow the same protocols of confidentiality as the Cerro Coso College hiring process.

VII. Duties

The Academic Senate Equivalency Committee shall:

--Be available to screening and selection committees as a resource regarding equivalency determinations during the fall and spring semesters.

--Further clarify the criteria to be used for determining equivalency.

--Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.

--Ensure that the equivalency process adheres to the requirements of the law.

VIII. Records and Training

The Equivalency Committee's records shall be kept in the Office of Human Resources.

The Office of Human Resources will act as a resource in matters of orientation and training.

IX. Review

The Equivalency Committee shall review its policies every five (5) years beginning in 2015.

Cerro Coso Equivalency Process

