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**Kern Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**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 III.A.2-4 NOTE:

This procedure is **legally required**.

**Faculty Service Areas**

Faculty service areas 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.

**Equivalencies**

**Equivalency Committee** – An academic senate equivalency committee shall be established at each college 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 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 Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- 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 Academic Senate.
- Make equivalency recommendations in a fair, consistent, and reasonably timely manner, including during intersessions as necessary
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### **Determination of Equivalencies**

The purpose of equivalency is to ensure the maintenance of a professional and highly qualified staff.

The governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed possesses qualifications that are at least equivalent to the applicable minimum qualifications

The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.

In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.

For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.

In no case shall an equivalency be interpreted to mean a waiver.

Each college's academic senate is responsible for developing and for consistently and uniformly following a process that results in a recommendation to the College Chief Instructional Officer.

Final recommendations for equivalency shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees. Once approved by Trustees, the Faculty Service Areas list will be updated.

The academic senate be provided with an opportunity to present its views on each individual equivalency determination to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review.

## Equivalency Criteria

Equivalency criteria for use in determining minimum qualifications follow:

### (A) Formal education equivalent to the Degree

#### (1) Formal education equivalent to the Master's Degree:

A Master's Degree in teaching in the discipline

A Master's Degree in Education, with substantial graduate units in the discipline

Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline

#### (2) Formal education equivalent to the Bachelor's Degree:

At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate

#### (3) Formal education equivalent to the Associate Degree:

At least sixty (50) approved units, including general education, as defined in the following guides published by the American Council on Education:

- The Guide to the Evaluation of Educational Experience in the Armed Services
- The National Guide to Educational Credit for Training Programs

### (B) Non-Formal Education Equivalencies to the Degree

(1) Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism

(2) Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications.

(3) Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books

(C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.



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**Kern Community College District  
Board Policy**  
Chapter 8 – Academic Senate and Faculty Employment

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**8700 Faculty Hiring**

(Applicable to all personnel with employment contracts based on the Basic Faculty Salary Schedule)

**8701 Philosophy**

- It shall be the policy of the Kern Community College District that a faculty hiring process be established to provide for highly qualified College faculty who are expert in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can enhance overall College effectiveness, and who are sensitive to and representative of the racial and cultural diversity of the District adult community.
- The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board, and the administrators it appoints, have the principal legal and public responsibility for ensuring an effective hiring process.
- Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The Faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.
- The Academic Senates have the legal responsibility and authority to develop jointly with representatives of the governing board the hiring criteria, policies and procedures for new faculty.
- Hiring procedures are based on a recognition that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by faculty and administration, participating effectively in all phases of the hiring process.

- All policies and procedures relative to faculty hiring shall be characterized by strict confidentiality to the extent permitted by law.

#### **8702** Equal Employment Opportunity (EEO)

- a. The Board of Trustees, Administration and Academic Senate have the joint responsibility to ensure that Equal Employment Opportunity goals and timetables are a part of the overall process of hiring faculty.
- b. All participants in the hiring process shall receive training in equal employment opportunity procedures and shall become knowledgeable about the Equal Employment Opportunity goals and timetables of the District and its Colleges.
- c. Each College's Equal Employment Opportunity Officer shall serve as a consultant on District and State guidelines and be responsible for monitoring the College and District's Equal Employment Opportunity policies and procedures, including but not limited to:
  - Review of the job description/announcement;
  - Review of the composition and procedures of selection committees; and
  - Review of the adequacy of the applicant pool.
- d. Each College Human Resources designee and selection committee shall determine the adequacy of the employment pool based on all applications received that meet minimum qualifications.

#### **8703** Position Identification/Approval

- a. The need for contract faculty positions shall be determined cooperatively through a well-defined, thoughtful planning process involving the College Academic Senate, faculty in the discipline, and College administrators. This process shall be agreed to by the College President and the Academic Senate.
- b. A contract faculty position requires the approval of the College President and the District Chancellor prior to the commencement of the selection process.

#### **8704** Job Posting

- a. The department/division chair, if any, and the faculty in the discipline in consultation with the appropriate administrator shall develop the faculty job posting, which shall include position requirements and desired characteristics. Hiring criteria that are beyond minimum qualifications set by District policy may be established.

- b. In special cases, faculty and/or administrators from other campuses of the College, Colleges of the District, faculty/administrators from other colleges, or outside agencies may be part of the consultative process.
- c. In all cases, job postings shall meet the minimum qualifications for teaching at the community college level, as established by the state-wide Academic Senate and adopted by the Board of Governors of the California Community Colleges.
- It shall be the responsibility of the Academic Senate, in consultation with the faculty of the appropriate discipline, to decide how equivalency shall be determined. See Procedure 8700 of this Manual for the list of equivalency criteria.
  - The purpose of equivalency statements shall be to ensure the maintenance of a professional and highly-qualified staff.
  - The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.
  - Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.
  - In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.
  - For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.
  - In no case shall an equivalency be interpreted to mean a *waiver* of state-mandated minimum qualifications.

- Requirements for any vacant faculty position may exceed the state-mandated minimum qualifications.
- d. Job descriptions shall accurately reflect the needs of the College and the goals of Equal Employment Opportunity.

#### **8705** Search Procedures

- a. Approval of open positions and initiation of the hiring process shall be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner.
- b. The length of the advertising period should be long enough to ensure a pool of well-qualified applicants, and one which furthers the College's and District's Equal Employment Opportunity goals.
- c. Vacant faculty positions should be filled during the regular academic year.
- d. Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District Equal Employment Opportunity goals.
- e. Position announcements shall be prepared in consultation with the appropriate human resources designee, area faculty and administrator and shall include job-related skills requirements, minimum qualifications and any special qualifications.
- f. The position announcement requires the review of the College President, the and the approval of the Vice Chancellor, Human Resources or designee prior to dissemination.

#### **8706** Selection Committees

The selection committee shall consist of at least a majority of faculty. The selection committee shall be composed of at most:

- a. Three (3) faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of whom shall be the department/division chair, if any, and one (1) area administrator appointed by the College President; **or** Four (4) or more faculty members appointed by the Academic Senate in consultation with the

faculty of the discipline, one (1) of which shall be the department/division chair, if any, and up to two (2) administrators appointed by the College President, one (1) of which shall be the area administrator;

- b. Additional members as agreed upon by the College President and the Academic Senate President.
- c. The area administrator will convene the initial meeting of the selection committee. The selection committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.
- d. The Human Resources Department shall receive applications and initially screen for minimum qualifications. Complete applications shall be categorized relative to compliance with minimum qualifications as:
  - i. Clearly met, or
  - ii. Compliance not clear.
  - iii. All complete applications will be available to the Selection Committee after inappropriate material is removed.
- e. Selection committees shall determine whether applicants meet the desired qualifications, including minimum qualifications and, where appropriate, equivalents.
- f. In determining equivalents, selection committees shall follow the procedure adopted by the Senate.
- g. Minimum qualifications by equivalency are to be in disciplines adopted by the Board of Governors and shall be applicable District-wide. (There will be no minimum qualifications by equivalency for courses or sub-disciplines.)
- h. For those candidates deemed qualified by equivalents, a written record of evidence of equivalence shall be maintained. See **Human Resources** for the Certification of Equivalency form.
- i. The College Senate, **or** area administrator may present its views to the Board regarding each specific case of equivalency before the Board makes its decision. A written record of the Board's decision shall be kept.



- j. The Selection Committee shall review all completed applications and shall select those applicants for an interview who best meet the desired qualifications listed on the job description.
- k. The candidates will be evaluated with respect to, but not limited, to the following criteria:
- Subject area knowledge and competency;
  - Teaching/service and communications skills;
  - Commitment to professional growth and service;
  - Potential for overall professional effectiveness;
  - Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of the students;
  - Teaching or skill demonstrations and/or writing samples.
- l. The Selection Committee shall formulate uniform interview questions. The Selection Committee shall conduct interviews and evaluate responses. During interviews, a standardized question and appropriate follow-up procedure shall be employed. Individual committee members must be present for each interview in order to participate in the evaluation of candidates.
- Every effort shall be made to schedule interviews when all selection committee members can be present. If necessary, classroom substitutes shall be provided for faculty members on the selection committee.
- m. The Selection Committee, college administrator, or College Human Resources Office shall conduct reference checks.
- n. The Chair shall lead the committee discussion regarding strengths and weaknesses of the candidates. The committee may include written comments for each candidate as a further means of communicating its recommendations. The Selection

Committee may wish to schedule second-stage interviews for those considered best qualified.

- o. Except as noted below, the Selection Committee shall recommend two (2) or more finalists to the College President for final consideration. If the Selection Committee sends two (2) or more, the College President can select from those recommended after consultation with the Selection Committee Chair or with the Selection Committee if it so requests.
  - In the event the Selection Committee recommends one (1) finalist, the College President shall then meet with the Selection Committee to discuss its recommendation. The Selection Committee shall explain its reasons for submitting one (1) candidate. The College President may choose the candidate recommended or request additional recommended candidates or reopen the process.
  - If the Selection Committee cannot recommend any of the applicants, or if the College President cannot choose any of those recommended, the hiring process shall reopen.

#### **8707** Selection of the Final Candidate

- a. The College President shall review the Selection Committee's recommendations and shall interview the finalists and conduct additional reference checks.
- b. The College President, in consultation with the Selection Committee Chair, shall select the finalist to be recommended to the Chancellor and Board of Trustees for final approval.

#### **8708** Notification of Candidates

- a. All candidates for positions in the Kern Community College District shall be notified in a timely manner regarding disposition of their applications. Interviewees shall receive personal calls from the College President or designee regarding the position.
- b. The formal offer of employment shall be prepared and issued from the College Human Resources Office.

**8709**     Implementation

This policy shall be deemed a general statement of compliance with Assembly Bill 1725, and the Academic Senate of each College shall approve any additional procedures to implement this policy, according to its legal responsibility under Assembly Bill 1725.

**8710**     Review and Revision

This policy is subject to review and revision at the request of any one (1) of the College Academic Senates or the Board of Trustees. Such revised policy shall be agreed upon by each Academic Senate and the Board of Trustees before it replaces the previously agreed upon policy.



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Administrative Procedure**  
Chapter 8 – Academic Senate and Faculty Employment

**AP 8700**     **Equivalency Criteria**

Equivalency criteria for use in determining minimum qualifications follow:

- (A) Formal education equivalent to the Degree
- (1) Formal education equivalent to the Master's Degree:
- A Master's Degree in teaching in the discipline
  - A Master's Degree in Education, with substantial graduate units in the discipline
  - Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline
- (2) Formal education equivalent to the Bachelor's Degree:
- At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate
- (3) Formal education equivalent to the Associate Degree:
- At least sixty (50) approved units, including general education, as defined in the following guides published by the American Council on Education:  
*The Guide to the Evaluation of Educational Experience in the Armed Services*  
*The National Guide to Educational Credit for Training Programs*
- (B) Non-Formal Education Equivalencies to the Degree
- (1) Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism
- (2) Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications

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- (3) Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books
- (C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline



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**Kern Community College District  
Board Policy**  
Chapter 8 – Academic Senate and Faculty Employment

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**8800 Adjunct Employment (See [Procedure 8800](#) )**

- a. The Board of Trustees shall appoint all adjunct faculty to provide instruction or services for the District.
- b. All adjunct appointments shall be recommended to the Board of Trustees by administration who will involve the active participation and recommendation of faculty.
- c. The District shall adopt administrative procedures for hiring adjunct faculty who meet the following criteria:
  - meet state-mandated discipline minimum qualifications or meet criteria to receive an equivalency for the discipline as determined by the College Academic Senate Equivalency Committee.
  - demonstrate subject area knowledge and competency.
  - be skilled in teaching and serving the needs of a diverse student population.
  - show potential for overall professional effectiveness.
  - communicate effectively.
  - demonstrate a sensitivity to the ethnic and cultural diversity of our communities.
- d. It is the responsibility of the College Human Resources Office to maintain approved applicant pools for adjunct hiring. To the extent possible, all disciplines shall have approved adjunct pools.
- e. Unless an emergency situation exists, the department/division administrator shall offer adjunct employment only to candidates from these approved adjunct pools.
- f. The College Human Resources Office is responsible for monitoring, training, and consulting College administration, faculty, and staff involved with the recruitment and screening process for adjunct faculty.
- g. Nothing in this policy or District Administrative Procedure shall violate federal or state laws governing personnel employment.

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**Kern Community College District**  
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Chapter 8 – Academic Senate and Faculty Employment

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**8800 Adjunct Employment Procedures**

**8801 Search Procedures**

- a. **Position Announcements:** District Human Resources will publish a list of potential part-time faculty positions as requested by the department/division. If an individual job description is needed, the Vice President or department/division Dean and discipline faculty shall develop the description.
- b. **Qualified Applicant Pools:** College Human Resources shall review the applications and determine those that meet minimum qualifications. These qualified applicant pools shall be sorted by discipline. Applicants shall meet discipline minimum qualifications adopted by the Board of Governors. Those not meeting minimum qualifications but wishing to receive an equivalency shall be referred to the College Academic Senate Equivalency Committee.
- c. **Qualified Applicant Pool Maintenance:** College Human Resources shall maintain active applications in the qualified applicant pool for a period of two years.
- d. **Approved for Assignment Pools:** A part-time faculty screening committee shall review applications from the qualified applicant pool and determine those candidates to be interviewed.
- e. College Human Resources shall review the candidates selected for interview to determine if legal requirements for non-discrimination and Equal Employment Opportunity have been met. If the Human Resources representative determines those legal requirements have not been met, he/she shall assist the screening committee in addressing the problem(s).
- f. The discipline screening committee shall conduct interviews and determine those candidates that are approved for assignment. The committee shall communicate the results to College Human Resources, which shall work with the successful candidates to complete the employment process. A

College Human Resources representative shall be available to consult with the committee on any non-compliance or procedural issues.

- g. Each discipline's screening committee shall review its discipline pool at least once a semester or immediately upon review date(s) established in position announcements.
- h. **Approved for Assignment Pool Maintenance:** College Human Resources shall maintain active applicants in the approved for assignment pool for a period of five years.

### **8802 Composition of Part-Time Faculty Screening Committee**

The committee consists of the faculty chair and the appropriate educational administrator or designee. A second faculty member may be included if agreed upon by both the faculty chair and the educational administrator.

### **8803 Selection of Candidates**

**Screening Criteria:** The candidates shall be evaluated with respect to, but not limited to, the following criteria:

- ability to demonstrate skills in teaching or services that will effectively serve the needs of a diverse student population.
- ability to provide specific subject matter expertise that meets the District's core mission.

### **8804 Emergency Circumstances**

- a. If an approved for assignment pool does not exist, and if there is insufficient time to convene a part-time faculty screening committee that includes the faculty chair, the Vice President or department/division dean shall include, whenever possible, at least one tenured faculty member from the relevant discipline in interviewing and selecting adjunct instructors.
- b. If circumstances do not permit the inclusion of any faculty in the contingency or emergency screening of qualified applicants, the Vice President or department/division dean must notify the College Human Resources Manager and the faculty chair. The notification shall state the reasons for not being able to include any faculty.
- c. An appointment under emergency circumstances is valid for one semester only. The emergency hire shall be placed back into the qualified applicant pool for future consideration.