

RECOMMENDATIONS

- ~~1. Every district must have an equivalency process.~~
- ~~2. Equivalency determinations should be made by an equivalency committee that is a subcommittee or standing committee of the academic senate.~~
- ~~3. The equivalency committee should include representatives appointed by the academic senate to ensure that the process is consistent and fair.~~
4. Equivalency should be determined with input from discipline faculty.
- ~~5. Equivalency processes for part-time faculty and emergency hires should be no different from equivalency for full-time faculty.~~
- ~~6. Local academic senates must ensure that their district and college policies and processes do not allow for single-course equivalencies.~~
- ~~7. Academic senates should assure consistency of the equivalency process.~~
- ~~8. Equivalency decisions should be based on direct evidence of claims, such as transcripts, publications, and work products.~~
9. The determination of equivalency should be documented and justifiable to an external review.
- ~~10. Claims of equivalence must include how both general education and specialization requirements are met.~~
- ~~11. Human resources offices should not screen for equivalency but should maintain records of the outcomes and documentation of equivalency requests.~~
- ~~12. Local academic senates must never allow equivalency to be delegated to administration or classified staff or allow determinations to degenerate into a gathering of signatures without discussion.~~
13. Equivalency policies should be reviewed regularly to ensure that the equivalency process aligns with the overall hiring process and that it promotes faculty diversification and affirms the college's commitment to equity, diversification, and inclusion.
14. Tools in the ASCCC's *Career Technical Education Faculty Minimum Qualifications Toolkit* should be considered in reviews of equivalency policies.
- ~~15. Criteria for the acceptance of eminence as a means to establish equivalency should be clearly defined in hiring policy. Eminence must not be the sole basis for the determination of equivalency.~~
16. Once the local equivalency process has reached a recommendation regarding an individual applicant, Education Code §87359(a) requires that the governing board take action on the equivalency before hiring occurs.

Equivalency to the minimum qualifications is an important mechanism to ensure consideration of a diverse group of qualified applicants that can engage and enhance student learning. Additional training materials may be obtained from the ASCCC Office or through its website at asccc.org.