



EQUIVALENCY PETITION FOR FACULTY POSITIONS

Applicant Name: _____

Title of Position: _____

INSTRUCTIONS: The information requested below is required of all candidates *not holding the stated minimum qualifications* and who are seeking consideration on the basis of equivalency. Please refer to the job announcement for the minimum qualifications of the position for which you are applying. Candidates making application under equivalency shall submit this petition as well as all other materials specified under "Application Procedure" on the position announcement. This petition must be signed, dated and attached to materials supporting your equivalency petition.

Please write a narrative synopsis (not to exceed two pages) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

1. **If a master's degree in the discipline is required for the position**, the following education and experience may be considered equivalent:

- a) Master's degree in **any discipline** and 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- b) Master's degree in any discipline, plus two years of professional experience related to the discipline of the assignment or two years of successful experience teaching a range of courses in the discipline of the assignment.
- c) Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a PhD. program that does not award the Master's Degree.
- d) Bachelor's degree in the discipline or a related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years experience teaching a range of courses in the discipline of the assignment.
- e) In rare cases, recognized accomplishments, which demonstrate expertise and skill in the field of study **beyond that normally achieved** through formal education. Candidate must provide conclusive evidence of attaining course work or experience equal to the components of the required degree, including the general education component. **In no case will recognized accomplishments be the sole criterion for granting equivalency.** (See Administrative Procedures 7211)

2. If less than a master's degree is required for the position, the following education and experience may be considered:

See the [Disciplines List](#) to determine the Minimum Qualifications for the discipline.

A. In disciplines requiring a specific bachelor's degree in the discipline or a related discipline:

1. Bachelor's degree in any ***discipline, including at least 9 semester units in the area of the teaching assignment***, plus two years of experience teaching a range of courses in the discipline of the assignment; or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent, or
2. Associate degree in any discipline, including at least 12 semester units in the area of the teaching assignment, plus six years occupational experience in the discipline of the assignment, or six year of experience teaching a range of courses in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent.

A. In disciplines where a specific degree is not generally expected or available, degree course work equivalent to the requisite degree in the discipline or a related discipline defined as:

1. The successful completion of course work equivalent to the bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component; plus two years of experience teaching a range of courses in the discipline of the assignment, or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent, or
2. The successful completion of course work equivalent to an associate degree in any discipline (defined as a minimum of 60 semester units, to include the general education requirements as outlined in Title 5 section 55063); plus six years of occupational experience in the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.

In rare cases, equivalency may be established through recognized accomplishments, which demonstrate expertise and skill in the field of study ***beyond that normally achieved*** through formal education. Candidate must provide conclusive evidence of attaining course work or experience equal to the components of the required degree, including the general education component. **In no case will recognized accomplishments be the sole criterion for granting equivalency.** (See Administrative Procedures 7211)

ADVICE ON PRESENTING EQUIVALENCY PETITION:

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.



**APPLICATION FOR FULL-TIME FACULTY
/ ADMINISTRATIVE POSITION**
An Equal Opportunity/Affirmative Action Employer

A transcript or its foreign equivalent in a language other than English must include a certified translation into English.

2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed. Experience verification must be provided as documentation. Documentation must state if the experience was full time and paid. If not full time or not paid, a statement must explain the amount of time as it would equate to full time and why the work was not paid.
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to, research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)

EQUIVALENCY PETITION CERTIFICATION: I believe the attached materials support equivalency to the minimum qualifications as stated on the position announcement. I certify that to the best of my knowledge the materials and statements are complete, true, and correct, and if employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect.

Signature _____ **Date** _____

	Equivalency Approval Date:
	Not Approved Date:

**EQUIVALENCY CERTIFICATION FOR
DISCIPLINES REQUIRING THE MASTER'S DEGREE**
(For Credit Courses)

NAME:	DIVISION: Academic Affairs
DEPARTMENT:	DISCIPLINE:

Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

Master's degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of successful experience teaching a range of courses in the discipline of the assignment.

Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.

Bachelor's degree in the discipline or related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the assignment.

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

NOTE: Teaching and professional experience may be combined to total the required number of years.

NOTE: Official copies of transcripts are required for all coursework being submitted for equivalency.

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.

RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

I hereby certify that all information submitted above is true and correct.

Signature of Candidate:

Date:

I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair:

Date:

Signature of Dean:

Date:

Signature of Appropriate Academic
or Student Services Vice President:

Date:

Signature of Committee Chair
Professional Standards Committee:

Date:

Date of Board Approval:

	Equivalency Approval Date:
	Not Approved Date:

**EQUIVALENCY CERTIFICATION FOR
DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE
(For Credit Courses)**

NAME:	DIVISION: Academic Affairs
DEPARTMENT:	DISCIPLINE:

See the [Disciplines List](#) to determine the Minimum Qualifications for the discipline.

PLEASE CHECK ONE ONLY:

A. In disciplines requiring a specific bachelor's degree in the discipline or a related discipline:

Bachelor's degree in any discipline, **including at least 9 semester units in the area of the teaching assignment**, plus two years of experience teaching a range of courses in the discipline of the assignment; or two years of occupational experience in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or else its equivalent; or**

Associate degree in any discipline, **including at least twelve semester units in the area of the teaching assignment**, plus six years occupational experience in the discipline of the assignment, or six years of experience teaching a range of courses in the discipline of the assignment. **If required, appropriate certification to practice or licensure or its equivalent.**

Recognized accomplishments which demonstrate expertise and skill in the field of study **beyond that normally achieved through formal education**. Candidate must provide conclusive evidence of attaining course work or experience equal to the components of the required degree, **including the general education component**. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211).

B. In disciplines where a specific degree is not generally expected or available, course work equivalent to the required degree in the discipline or a related discipline defined as:

The successful completion of course work equivalent to a bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component; plus two years of experience teaching a range of courses in the discipline of the assignment, or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent, or

The successful completion of course work equivalent to an associate degree in any discipline (defined as a minimum of 60 semester units, to include the general education requirements as outlined in Title 5 section 55063); plus six years of occupational experience in the discipline of the assignment **or** six years of experience teaching a range of courses in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or else its equivalent.**

- Recognized accomplishments which demonstrate expertise and skill in the field of study ***beyond that normally achieved through formal education***. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, ***including the general education component***. **In no case will recognized accomplishments be the sole criterion for granting equivalency.** (See Administrative Procedures 7211)

NOTE: Teaching and occupational experience may be combined to total the required number of years.

NOTE: Official copies of transcripts are required for all coursework being submitted for equivalency.

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.

RATIONALE: Explain how your qualifications meet the selected guidelines. Qualifications must be verified with appropriate documentation. Please refer to Professional Standard Guidelines and Checklist for outline format. (Signature block on the reverse side of this form.)

I hereby certify that all information submitted above is true and correct.

Signature of Candidate:

Date:

I have reviewed all documentation and recommend approval of the equivalency.

Signature of Department
Chair:

Date:

Signature of
Dean:

Date:

Signature of Appropriate
Academic or Student Services
Vice President:

Date:

Signature of Committee Chair
Professional Standards
Committee:

Date:

Date of Board
Approval: