

Procedures Guide – Certification for Disciplines Requiring the Master’s
Degree (for Credit Courses)

PROFESSIONAL STANDARDS COMMITTEE (PSC)



APRIL 2016
ALLAN HANCOCK COLLEGE

Standard Guidelines for Completing an Equivalency Application

The candidate is responsible for filling out the equivalency application and providing the necessary document(s).

It is the responsibility of the chairs and deans to ensure that the appropriate equivalency application and support documentation are completed and submitted to the appropriate academic affairs or student services vice president in a timely manner.

Certification Application

- 1) Documentation must be original, including signatures, and on appropriate letterhead or on an AHC employment verification form. Faxed and/or photo-copied documentation will not be accepted.
- 2) Documentation is required for coursework or professional experience including:
 - a) transcripts,
 - b) letter of employment verification and/or
 - c) work experience.
- 3) Documentation cannot be self-authored. If candidate was self-employed, tax documents must be submitted.
- 4) Organize documentation in the same order as listed in the rationale section, including identified general education and/or discipline specific coursework.
- 5) Employment documentation for part-time teaching and/or professional experience must include:
 - a) the number of hours worked or
 - b) indicate the percent of full-time employment.
- 6) Materials supporting recognized accomplishments must be as reliable and objective and such documentation must provide conclusive evidence of equivalency per any of the following:
 - a) Transcripts with shaded **coursework** and a separate list of courses showing that appropriate courses were successfully completed at an accredited college.
 - b) Publications that show a command of the discipline in question and/or Title 5 general education area fulfillment.
 - c) Work products that show a command of the discipline or occupation in question.
 - d) Verified occupational experience, training, certification, and/or teaching experience in the discipline. (AHC Employment Verification form.)
 - e) Participation, beyond mere attendance, in colloquia, symposiums, seminars, conferences, concerts, productions, projects, or other evident of such a nature.
 - f) An employer statement and other evidence of work experience in the appropriate discipline. If experience is/was less than full-time, include the number of hours worked or percent of full-time.
 - g) Other evidence of recognized accomplishments, which demonstrate eminence of expertise and skill clearly beyond those that are usual, e.g. brochures, programs, videos, portfolios, etc.
- 7) All signatures are required:
 - a) candidate,
 - b) department chair,
 - c) divisional dean,
 - d) VP of Affairs and
 - e) chair of the PSC,

unless it is an emergency hire then the signature of the chair of the PSC is not required.
- 8) The equivalency application will be forwarded to the appropriate academic or student services vice president for scheduling for PSC review.

9) The entire packet must be forwarded to the office of human resources.

Documentation Checklist

Full Equivalency Request Packet:

- Equivalency Certification for Disciplines Requiring the Master's Degree (for Credit Courses) form which would include:
- Discipline option clearly stated (one discipline per request form)
 - Selected option for requesting equivalency from the list provided, visibly checked.
 - All required signatures – see page # 2 for exception on Emergency Hire
 - All required paperwork to support in an objective, quantifiable way the candidate's case:
 - ___ Coursework:
 - A copy of official transcripts indicating degree, if applicable, and with courses indicated that are being used for equivalency submission.
NOTE: If coursework is being submitted for general education equivalency the candidate will need to identify which Title 5 General Education area the coursework is being submitted for.
 - B. list the courses on the equivalency application (see examples).
 - ___ Allan Hancock College Verification of Employment (VOE) form.
 - ___ Professional Experience: a chronological list of experiences on the equivalency application (see examples).

NOTE: If professional experience is being submitted for general education equivalency the candidate will need to identify which Title 5 General Education area the professional experience is being submitted for.

NOTE: For latest copy of the Equivalency Certification Form,

- log into MyHancock
- click on the “Docs/Forms Library” Tab
- do a search for “Faculty Equivalency”
- click on the link for the “ Faculty Equivalency Certification – requiring Masters” to save a copy of the form in your computer

Employee Resources Work Tools Student Library Faculty Reports Doc/Forms Library

Document / Forms Library

Search by Name: Faculty Equivalency Department/Committee: **Show All** Items per Page: 20 (2) GO

Name	Department/Committee	Uploaded
Faculty Equivalency Certification - not requiring Masters	Human Resources	8/4/2015
Faculty Equivalency Certification - requiring Masters	Human Resources	8/4/2015

Example below is provided as means of showing how documentation should be completed.

ALLAN HANCOCK COLLEGE

	Equivalency Approval Date:
	Not Approved Date:

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

NAME:	DIVISION: Academic Affairs
DEPARTMENT: Social & Behavioral Sciences	DISCIPLINE: Political Science
Instructions: Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

- 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 teaching experience in the discipline of the assignment.
- Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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. (Signature block on the reverse side of this form.)

Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment.

Master of Education, East Texas State University [August 12, 1995]

Bachelor of Science Degree, University of Texas @ Austin [May 18, 1991]

Coursework included **21 units of upper-division government courses:**

F87 GOV 360N	Understanding World Affairs	3 units
S88 GOV 314	Intro to the Middle East	3 units
S88 GOV 335M	Social Contract Theory	3 units
S89 GOV 327L	Public Opinion and American Politics	3 units
S89 GOV 358	Intro to Public Administration	3 units
S89 GOV 365N	Politics in the Middle East	3 units
S 91 GOV 335N	Texas Political History	3 units

Attended Dallas County Community College District

Coursework included **6 units of lower-division government courses:**

F85 GVT 201	American Government	3 units
S86 GVT 202	American Government	3 units

Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment.

Master of Education, East Texas State University [August 12, 1995]

1997-2007: Fiscal Analyst, Office of the Legislative Fiscal Analyst – Salt Lake City, Utah

Responsibilities: Annual budget recommendations (debt services/bonding/capital development/operations), reporting to the Executive Appropriation Committee, research and report writing.

Master's degree in any discipline; plus two years of successful teaching experience in the discipline of the assignment.

Master of Education, East Texas State University [August 12, 1995]

1991-1996: High School Social Sciences Faculty Member, Texas Public Schools – Dallas, Texas

Responsibilities: Taught high school history, government, economics and advanced placement courses.

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:			

