

### Equivalency Process for Minimum Qualifications

1. Prior to beginning a search, check the [California Academic Senate's publication on Minimum Qualifications for faculty](#). Minimum qualifications are established by the state Academic Senate, and can be modified only through the state Academic Senate.
2. Some disciplines are interdisciplinary by nature. Other disciplines are evolving and have new degrees that are not included in the minimum qualifications (MQs). Particularly in these areas, it is possible that otherwise qualified applicants will have degrees other than those required in the minimum qualifications.
3. If it is likely that you will have applicants who will submit applications for equivalency, anticipate what would be required for your department to grant equivalency for the minimum qualifications.
4. Communicate with your EEO officer and inform them of alternate degrees and/or disciplines that could possibly be equivalent to the MQs for your position. Department hiring committees will also need to provide this information as their "Department/Discipline Equivalency Standards" on any [Request for Equivalency Approval Form](#).
5. Every applicant you invite for an interview must either:
  - a. Meet the minimum qualifications, OR
  - b. Have an equivalency application that has been forwarded by the department to the Academic Senate (AS) president and approved by the Academic Senate's (AS) equivalency committee (the Academic Senate officers).
6. If an applicant you would like to interview has an equivalency application completed and submitted with the application:
  - a. Review the applicant's [Master's Degree Discipline Equivalency Form](#) application to determine if it meets with your department's equivalency standards. This can be done by either the Faculty Lead of the Hiring Committee or the Department Chair (or their designee).
  - b. If the equivalency application meets your department's standards, provide the application, a completed [Request for Equivalency Approval Form](#) and all documentation needed to demonstrate equivalency to the Academic Senate president. Before forwarding for review, this form will need to be signed by both the Faculty Lead of the Hiring Committee and the Department Chair (or their designee).
  - c. Make an appointment to review the application with the AS president or AS equivalency committee.
  - d. If the equivalency application is approved, you may invite the applicant for an interview.
  - e. If the equivalency application is not approved, you may not invite the applicant for an interview.
  - f. The decision of the Academic Senate is final. There is no appeal process.
7. If an applicant you would like to interview needs an equivalency application but does not have one completed and submitted with their application:
  - a. Ask the administrative assistant working on the hire to contact the applicant and request that they complete a [Master's Degree Discipline Equivalency Form](#) to apply for equivalency.
  - b. The administrative assistant should reserve an interview time for the applicant pending completion and approval of the equivalency application.

- c. Upon receipt, the equivalency application should be reviewed to determine if it meets with the department's equivalency standards.
- d. Though applicants will be given as much time as possible within the context and timeline of each hiring process, applicants should return the equivalency application and required evidence (transcripts, etc.) within 24 to 48 hours. Applicants who do not return the application and required evidence will be removed from the hiring pool.
- e. If the equivalency application meets your department's standards, provide the application, a completed Request for Equivalency Approval form and all documentation needed to demonstrate equivalency to the (AS) president. If it does not meet the equivalency standards determined by your department, the applicant should be disqualified from the pool for not meeting minimum qualifications.
- f. Make an appointment to review the application with the AS president or AS equivalency committee.
- g. If the equivalency application is approved, you may invite the applicant for an interview.
- h. If the equivalency application is not approved by the AS president or AS equivalency committee, you may not invite the applicant for an interview.
- i. The decision of the Academic Senate is final. There is no appeal process.