



**REQUEST FOR EQUIVALENCY REVIEW FOR FACULTY POSITION  
IN A DISCIPLINE NOT REQUIRING A MASTER'S DEGREE**

NAME:

POSITION/POOL:

**INSTRUCTIONS:** The information requested below is required of all candidates who do **NOT** possess the stated minimum educational qualifications and are seeking consideration on the basis of equivalency. It is the candidate's responsibility to request equivalency at the time they submit the application and to provide conclusive evidence that they possess qualifications at least equivalent to those required. The conclusive evidence must be as clear and reliable as materials submitted by other candidates.

**FORMAL EDUCATION EQUIVALENT TO AN ACADEMIC DEGREE: (TRANSCRIPTS\* REQUIRED)**

Formal Education Equivalent to the Bachelor's Degree:

- At least 120 semester units, including 18 semester units or 27 quarter units representing a diversity of courses generally accepted as general education and, for disciplines that require a master's degree, 30 semester units or 45 quarter units in the discipline specified by the job announcement, of which 24 (or 36) are upper-division or graduate units.*

-OR-

Formal Education Equivalent to the Associate's Degree:

- At least 60 semester units, including 18 semester units or 27 quarter units representing a diversity of courses generally accepted as general education.*

**PROFESSIONAL EXPERIENCE EQUIVALENT TO AN ACADEMIC DEGREE  
(STATEMENT REQUIRED)**

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require a Master's degree based upon one or more of the following criteria:

1. Units as indicated above from a regionally accredited postsecondary educational institution. At minimum, coursework taken must satisfy basic general education requirements for an Associate degree as stated in the California Education Code.
2. Related occupational experience may be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
3. Part-time occupational experience may be substituted for full-time occupational experience when the breadth of responsibilities and the number of hours worked meets or exceeds the minimum full-time experience requirement.
4. Recency: An individual employed to teach a vocational discipline shall demonstrate competency in the current technology of that discipline.

*A candidate must present conclusive evidence of fulfilling all criteria above to be considered to possess the equivalent of the experience in question.*

\*Transcripts for degrees earned outside of the U.S. must be accompanied by an evaluation from an approved service verifying that the degree is equivalent to the U.S. degree and must accompany application materials.

**REFERENCES:**

The Minimum Qualifications for Faculty and Administrators in California Community Colleges can be found on the California Community Colleges Chancellor's Office [website](#) and Napa Valley College's Board Policy [AP 7211](#) Equivalence to Minimum Qualifications for Academic Personnel is available on the college's website.