



REQUEST FOR EQUIVALENCY REVIEW FOR FACULTY POSITION

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 s/he submits the application and to provide conclusive evidence that s/he possesses qualifications at least equivalent to those required. The conclusive evidence must be as clear and reliable as materials submitted by other candidates.

I am requesting an equivalency review because I do **NOT** meet the following minimum educational qualification:

DISCIPLINE REQUIRING A MASTER'S DEGREE:

- Formal Education Equivalent to the Master's Degree: (transcripts* required)
 - *Master's degree in a related discipline as identified in the BOG Disciplines List or approved by the Equivalency Review Team, including 15 semester units of graduate and upper division course work within the discipline specified in the job announcement, at least 12 of which must be at the graduate level.*
 - OR-
 - *Bachelor's degree in the discipline of hire or a related discipline as identified in the BOG Discipline's List or approved by the Equivalency Review Team, plus 30 additional semester units of upper division or graduate course work in the discipline specified in the job announcement, 12 of which are at the graduate level and the remainder at the upper division level or higher.*

DISCIPLINE REQUIRING A BACHELOR'S DEGREE AND TWO YEARS OF EXPERIENCE:

- Formal Education Equivalent to the Bachelor's Degree: (transcripts* required)
 - *At least 120 semester units, including 18 semester units representing a diversity of courses generally accepted as general education and, for disciplines that require a master's degree, 30 units in the discipline specified by the job announcement, of which 24 are upper-division or graduate units.*
- Equivalence to Work Experience: (statement required)
 - *Mastery of the skills of the vocation thorough enough to teach the courses assigned to the discipline.*
 - AND-
 - *Extensive and diverse knowledge of the working environment of the vocation.*

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

DISCIPLINE REQUIRING AN ASSOCIATE'S DEGREE AND SIX YEARS OF EXPERIENCE:

- Formal Education Equivalent to the Associate's Degree: (transcripts* required)
 - *At least 60 semester units, including 18 semester units representing a diversity of courses generally accepted as general education.*
- Equivalence to Work Experience: (statement required)
 - *Mastery of the skills of the vocation thorough enough to teach the courses assigned to the discipline.*
 - AND-
 - *Extensive and diverse knowledge of the working environment of the vocation.*

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 College System Office website, and Napa Valley College's Board Policy H4446 is available on the college website at www.napavalley.edu/hr.

The Napa Valley College *Equivalency Review Policy* can be found at:
<http://www.napavalley.edu/Committees/AS/Pages/FacultyStandardsPractices.aspx>