**Equivalency Committee**

**Operating Agreement**

**Purpose:**

The Equivalency Committee is charged by the Reedley College Academic Senate with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. As specified in California Education Code (§87359) and Title 5 of the California Code of Regulations (§53430), equivalency committees at the various California Community Colleges shall have the primary responsibility to approve or deny petitions for equivalency submitted by potential full-time or part-time faculty members. As applied, this means that an applicant for a certificated position who *does not* hold the degrees specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, must submit a petition for equivalency. By submitting this petition, the applicant is asserting that, through various means, he/she has gained sufficient knowledge to make him/her *equal to a person who meets the currently specified minimum qualifications*.

**Jurisdiction:**

The Reedley College Equivalency Committee is a committee of the Reedley College Academic Senate.

**Product:**

Departments will determine if an applicant meets the equivalency standards as defined by the department by establishing a formal department policy and/or by forwarding a petitioner. For the purposes of this document, the term “departments” should be interpreted, wherever necessary, as “disciplines” as some of the Reedley College Departments include dissimilar disciplines (e.g., Fine Arts and Social Sciences includes Art, Criminology, History, Music, etc.). The determination for equivalency should be completed by faculty in the appropriate discipline. If tenured faculty member in the discipline is not available, a tenured faculty member from a “related discipline,” as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, may sign after consulting with the non-tenured faculty*.* It is then the role of the Equivalency Committee to validate the department’s determination for the policies and petitions. Equivalency may only be granted if both the department and Equivalency Committee agree.

**Composition:**

The Equivalency Committee shall be chaired by a member of the Reedley College Academic Senate Executive Committee, to be designated by the Senate president. The Equivalency Committee shall have a total of seven (7) members, including the Chair. The Equivalency Committee membership shall be appointed by the President of the Academic Senate, with the advice of the Academic Senate Executive Committee. The Equivalency Committee membership should include faculty representatives of academic and vocational programs.

Committee members shall serve a two academic year term. A member may serve multiple consecutive terms, although rotating membership is encouraged. No more than 4 new members should be added at the beginning of a new academic year.

In the event that a member can no longer serve on the Equivalency Committee, the Senate President, with the advice of the Academic Senate Executive Committee, shall appoint a replacement. In making appointments, the Senate President should attempt to maintain representation with respect to disciplines when appointing replacements.

For off-contract periods between fall and spring semesters and during summer, a poll will be conducted among appointed committee members for availability to serve during these time periods. These members shall be compensated for time spent in review and meeting.

**Meetings Schedule:**

Upon receipt of petition or policies, meetings will be held once a month through the calendar year on the third Friday of the month from 8am-10am as regularly scheduled during the calendar year; a meeting may be scheduled on the flex day before the semester begins upon receipt of petitions. Members may not elect to send an individual to vote in their place; however, members who must be absent may send in advance of the meeting to the committee their proxy vote with any necessary rationale.

**Quorum**:

A majority of the members present, including those members who submitted proxy votes, of the Equivalency Committee shall constitute a quorum, allowing this committee to consider petitions or policies.

**Operating Procedures**

1. The Equivalency Committee will vote to validate the departments’ proposed policies or make recommendations for changes as necessary.
2. The Equivalency Committee will review forms for completion.
3. If the petitioner’s qualifications fall under the department’s approved policy, the Equivalency Committee will review the petition for accuracy and vote to establish Equivalency.
4. If the petitioner’s qualifications do not fall under the department’s approved policy, or if the department does not have approved policies, the Equivalency Committee reviews the petition, including the matrix, to evaluate and vote upon the petitioner’s request for Equivalency.
5. Equivalencies may only be granted if both the department and the Equivalency Committee agree.

**Reedley College Strategic Directions:**

 2017-2021 Strategic Directions

1. Excellence in Education
	1. Instructional Services
2. Institutional Effectiveness
	1. Foster Student Success

c. Engage in collaborative and integrative planning

**Subcommittees:**

None

The committee will establish a Canvas site and will be responsible for its maintenance. Approved departmental policies will be published on a public website.

Committee Operating Agreements will be reviewed annually, revised as necessary, and kept on file in the President’s Office.