

Changes to the IVC Equivalence Process Approved by Imperial Valley College Board of Trustees

Approved October 19, 2011

Changes to Make-up of the Equivalence Committee:

Equivalence Committee shall be made up of **five (5) members** as follows:

- Three (3) faculty members, plus one (1) alternate appointed by the Academic Senate for two (2) year terms; and
- Two (2) discipline faculty members assigned by discipline department chair for each applicant, which can include the department chair, (or if not available, then reasonably related discipline faculty members will be appointed by the Department Chair or Division Dean responsible for that discipline);
- The Vice President of Academic Services or Student Services or a designated educational administrator will have oversight of the process but does not have a vote and cannot grant equivalence. The Vice President of Academic Services or Student Services or an educational designated administrator can call a meeting of the Equivalence Committee to discuss a decision made by the committee.

Emergency Procedures:

- An administrator cannot assign a class to an applicant lacking minimum qualifications. In an emergency situation, the Vice President of Academic Services may call an emergency meeting of the Equivalence Committee to determine if the candidate meets equivalence. If the Equivalence Committee is unable to meet, the Vice President of Academic Services shall determine equivalence based on the Academic Senate's guidelines. If the Vice President of Academic Services assigns a class (substitution) to an applicant due to the Equivalence Committee being unable to meet, the Equivalence Committee must meet and review the application within 14 days of the appointment. If the applicant does not pass equivalence, the applicant must be replaced.
- Any applicant granted equivalence to teach a subject, must have gone through the IVC equivalence review process and a written record of the decision to grant equivalence, clearly stating the criteria and evidence used in making the determination shall be produced and shall be reflected in the governing board's action employing the individual. (Education Code section 87358)

Human Resources Responsibilities:

1. Ensure information on minimum qualifications and application for equivalence procedures are available to all applicants before applications are processed. Information is posted on IVC Human Resources webpage.
2. Review all applications and either reject for incompleteness or present them to hiring committees or the Equivalence Committee to ensure:
 - A. Supplemental Questionnaire for Equivalency was completed when applicable;

- B. Packets are complete and include transcripts from **accredited** institutions and any other documentation necessary to complete the review for equivalence.
3. HR contacts discipline department chair for appointment of two (2) discipline faculty members to the Equivalence Committee for that application, or if not available, the Division Dean for appointment of two reasonably related discipline faculty members to review the application before the application is presented to entire Equivalence Committee for review.

Equivalence Committee and Faculty Responsibilities:

1. Review all applications for equivalence in a timely manner.
2. Any member assigned to the committee must first be fully educated on equivalency criteria as established by the Education Code, California Community College Board of Governors, State Academic Senate and Imperial Valley College local policy.
3. Face to face meetings shall be held to determine outcome of any conflicted vote.
4. Committee will provide a clear statement listing the degrees, education, and experience and evidence that committee relied on to grant applicant equivalency so that governing Board of Trustees can approve the hiring action;
5. Recommend a review of the equivalence procedures and update of IVC policy, procedures, and criteria for granting equivalence be done every three to five (3-5) years.

Department Chair (or when necessary the Division Dean) Responsibilities:

1. Appoint two discipline faculty members or reasonably related discipline faculty members when two discipline faculty members are not available to the Equivalence Committee to review any application for equivalence in a timely manner;
2. Ensure any discipline faculty member appointed has familiarized themselves with the literature on granting equivalence before the appointment;
3. Ensure that any faculty member granted interim equivalence fulfill requirements within the established time period or the faculty member does not receive another assignment;
4. Any faculty applications needing equivalence evaluation received directly by the Division Dean or Department Chair should be turned over to the appropriate Human Resources personnel to begin the equivalence process.
5. Recommend faculty member granted equivalence to teach is evaluated during the first semester of teaching by appropriate tenured discipline faculty, including review of student evaluations.