



REQUEST FOR EQUIVALENCY REVIEW FOR FACULTY POSITION IN A DISCIPLINE 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 A MASTER'S DEGREE: (TRANSCRIPTS* REQUIRED)

- ☐ *Master's degree in a related discipline as identified in the Board of Governors (BOG) Disciplines List or approved by the Equivalency Review Team, including 15 semester units or 22.5 quarter units of graduate and upper division course work within the discipline specified in the job announcement, at least 12 semester units or 18 quarter units 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.*

PROFESSIONAL EXPERIENCE OR EMINENCE EQUIVALENT TO A MASTER'S DEGREE (STATEMENT REQUIRED)

- ☐ *Equivalency requested based on professional experience: (statement required)*
- Must include objective, detailed and conclusive evidence of work experience that demonstrates preparation and knowledge at least equivalent to that gained from academic programs and coursework leading to the required Master's degree in the Disciplines List. The number of years of work experience alone is insufficient evidence for equivalency.*

-OR-

- ☐ *Equivalency requested based on eminence: (statement required)*
- Must include objective, detailed and conclusive evidence of a level of achievement and recognition in the specified discipline that is widely acknowledged by multiple authorities in the field as outstanding and of exceptional merit, as verified by the Screening/Interviewing Committee. Such evidence must be generally acknowledged to be at least equivalent to the knowledge and experience obtained in a Master's degree program in the discipline.*

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

COMBINATION OF FORMAL EDUCATION AND PROFESSIONAL EXPERIENCE EQUIVALENT TO A MASTER'S DEGREE (STATEMENT REQUIRED)

❑ *Equivalency requested based on a combination of an academic degree in a related discipline as identified in the BOG Disciplines List or approved by the Equivalency Review Team, and relevant work experience or a combination of upper division or graduate coursework in the discipline specified in the job announcement and relevant work experience. (statement required)*

- *Must include objective, detailed and conclusive evidence of work experience that demonstrates preparation and knowledge at least equivalent to that gained from academic programs and coursework leading to the required Master's degree in the Disciplines List. The number of years of work experience alone is insufficient evidence for equivalency.*

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 [AR 7211](#) Equivalence to Minimum Qualifications for Academic Personnel is available on the college's website.