**CUESTA COLLEGE**

**PETITION FOR EQUIVALENCY**

This petition is to be completed by persons seeking employment as either a full-time or part-time faculty member at Cuesta College who does not meet the minimum qualifications as defined in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, which has been listed in the job posting. **Petitioners are encouraged to contact Human Resources to answer questions or to provide guidance in completing the petition**.

1. Review the required section of the “Essential Functions and Qualifications” section of the job posting, which should match those listed in the current Chancellor’s Office edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” handbook (known as the **Disciplines List**).
2. If you do not directly meet minimum qualifications, you must request equivalency. “Directly” means that your title or degree exactly matches that in the Disciplines List. If it does not, you must apply for equivalency.
3. If the requirements include a specific number of years of experience and the petitioner does not clearly meet the experience requirement, or is ***lacking the specified years of experience***, they must include a completed experience matrix illustrating how their various academic and professional experiences satisfy the years of experience that they lack.
4. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted at Cuesta College.
5. The petitioner should confirm with Human Resources whether there is an approved Cuesta College Discipline (MQDD) Equivalency Agreement to compare to their qualifications.
6. The burden of proof belongs to the petitioner.
7. If equivalency is granted for an additional MQDD for a current faculty member, then they will be eligible, but not guaranteed, to be assigned to additional courses within their current department or division.
8. Denial of equivalency through this process is final and cannot be re-opened unless the petitioner provides new and additional information.
9. Follow the instructions below to submit your application. **Incomplete applications will not be considered**.

**PART 1: APPLICANT INFORMATION**

Petitioner’s Name:

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Position applying for:

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List the Minimum Qualifications as listed under the required section of “Essential Functions and Qualifications” in the job posting:

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Please list your degrees and/or certifications, exactly as worded from your transcripts:

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**PART 2: EQUIVALENCY MATRIX**

(*NOTE*: *this matrix needs to be completed ONLY if the petitioner does not meet the minimum qualifications or an approved discipline equivalency agreement, as printed on the job posting. Check with Human Resources if you have questions or need to see if there is a discipline equivalency agreement*).

You need to demonstrate that you have at least the equivalent level of education, proficiency, and experience as someone who has completed the requirements. This will consist of listing courses that you completed which cover the same material or describing what aspects of your work experience give you the equivalent knowledge or proficiency in skills, or a combination of the two. It is acceptable and in your best interest to choose an institution and degree with the fewest requirements or whose requirements best match your education and experience. If you do not hold an accredited associate degree or higher, then you need to include evidence of how you meet or are equivalent to the General Education requirements for the degree as well as major requirements.

The more details you give about the requirements the easier it is for the Equivalency Committee to judge if you are equivalent to the degree. It also demonstrates how well you understand what is required for the degree you claim to be equivalent to.

Name of accredited institution and degree title:

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Hyperlink to degree named above that lists course and other requirements:

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In the matrix below, in the first column, fill in the course number, title, and catalog description for each course required for the degree listed above. In the second column, illustrate how the petitioner’s academic and/or professional experiences satisfy the requirements of the example(s) presented. Please insert additional rows as needed.

|  |  |
| --- | --- |
| **REQUIRED COURSE/REQUIREMENT FOR DEGREE NAMED ABOVE**  ***(Please include the department, course number, and catalog description)*** | **PETITIONER'S COURSEWORK and/or EXPERIENCE THAT WOULD MEET THE REQUIREMENT OF EACH IDENTIFIED COURSE**  ***(If citing experience, please explain how the experience provided the equivalent to the identified course description)***  ***(If citing coursework, please include the department, course number, and catalog description. If citing coursework from multiple schools, please include school)*** |
| Course Number and Title:  Catalog Description: |  |
| Course Number and Title:  Catalog Description: |  |
| Course Number and Title:  Catalog Description: |  |
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| Course Number and Title:  Catalog Description: |  |

**Experience Matrix**

For positions that do not require a master's degree, years of experience are required as specified in the job posting. This matrix should only be completed for petitioners who do not clearly meet the experience requirement or are lacking the specified years of experience posted in the required section of the “Essential Functions and Qualifications” section of the job posting. In addition to occupational experience, professional experience can include teaching, teaching assistantship, writing curriculum, etc. Please insert additional rows as needed.

Number of years required experience as listed in job posting:

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| --- |
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| --- | --- |
| **LENGTH OF EXPERIENCE**  ***(X years, Y months), Dates including Month/Year*** | **DESCRIPTION OF EXPERIENCE** |
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**PART 3: TRANSCRIPTS AND/OR CERTIFICATES**

Include or attach all transcripts and/or certificates in support of your petition. Clear unofficial transcripts and/or certificates may be included during the review process. If transcripts have already been submitted as part of a job application, Human Resources will include this with your petition materials.

**PART 4: RESUME/CURRICULUM VITAE**

Attach a resume or curriculum vitae of the petitioner’s relevant experience. If a resume or curriculum vitae has already been submitted as part of a job application, Human Resources will include this with your petition materials.

**PART 5: REQUIRED SIGNATURE**

Petitioner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTION OF THE CUESTA COLLEGE ACADEMIC SENATE COMMITTEE ON EQUIVALENCY**

Petition is: approved: denied:

Signature of Equivalency Committee Chair *(or designee)*:

Date:

Comments: