

**OHLONE COLLEGE  
CERTIFICATION OF MINIMUM QUALIFICATIONS OR EQUIVALENCY  
FOR ADJUNCT FACULTY**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ SS# \_\_\_\_\_

Discipline Area: \_\_\_\_\_

**Minimum Qualifications**

Ohlone College's policies on minimum qualifications for faculty are based on guidelines contained in a report entitled, "Minimum Qualifications for Faculty and Administrators in California Community Colleges" (November, 1999, Human Resources Division, Chancellor's Office, California Community Colleges). Please refer to this document when completing this certification.

1. **Minimum Qualifications for Disciplines Requiring a Master's Degree.** Provide the following education information and attach appropriate transcripts:

	Degree	Major	Institution	Year Awarded (Or to be Awarded*)
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____

**\*Note: Formal matriculation in a masters degree program in the discipline coupled with prior proven teaching experience is acceptable for meeting minimum qualifications to teach in an adjunct position.**

Additional Information if Needed (attach separate page if necessary):

2. **Minimum Qualifications for Disciplines for Which a Master's Degree is not Generally Expected or Available:** The minimum qualifications for these disciplines is defined as any bachelor's degree and two years of experience, or any associate degree and six years of experience, or the equivalent. Please check the basis for minimum qualifications below and attach Verification of Experience forms:

- a. \_\_\_\_\_ BA/BS and two years of experience                      b. \_\_\_\_\_ AA/AS and six years of experience

Additional Information if Needed (attach separate page if necessary):

All necessary documents are attached and demonstrate that this applicant meets the Minimum Qualifications for the stated discipline:

\_\_\_\_\_  
Division Dean Signature                      Date

\_\_\_\_\_  
HR Representative Signature                      Date

**Equivalency to the Minimum Qualifications**

\_\_\_\_\_ Check here if Minimum Qualifications are to be met through equivalency and complete the Request for Equivalency information on the reverse side.

## **Request for Equivalency to the Minimum Qualifications**

A prospective faculty member may meet the minimum qualifications through equivalency by meeting certain criteria deemed to be equivalent to the stated minimums. This is true for disciplines requiring a master's degree and disciplines for which a master's degree is not generally expected or available. Ohlone College's criteria for meeting minimum qualifications through equivalency are based on Board of Trustees policy 3.5.1.2 - Policy on Equivalence to the Minimum Qualifications – Full-time and Adjunct Faculty (Approved: 10-10-90). Please refer to this policy section when completing this Equivalency Request.

1. **Disciplines Requiring a Master's Degree:** Please check the appropriate criteria for equivalency to the Minimum Qualifications and attach the appropriate transcripts or other necessary documentation:

- a. \_\_\_\_\_ BA/BS plus 30 units of course work
- b. \_\_\_\_\_ BA/BS plus appropriate licensure from an accredited institution
- c. \_\_\_\_\_ BA/BS plus certificate for instruction in the discipline
- d. \_\_\_\_\_ BA/BS plus additional course work and verifiable experience of such eminence in the discipline that the combination of course work and experience equals a master's degree in breadth, depth, and rigor.

2. **Disciplines for Which a Master's Degree is not Generally Expected or Available:** Please check the equivalence that is being sought (could be both) and attach the appropriate transcripts, Experience Verification forms, or other necessary documentation.

- a. \_\_\_\_\_ Equivalence for the AA/AS or BA/BS degrees:

Course work from an accredited institution plus verifiable expertise of such eminence in the discipline that the course work and experience equals the AA/AS degree or the BA/BS degree.

- b. \_\_\_\_\_ Equivalence for the Work Experience Criteria:

Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline. Extensive and diverse knowledge of the working environment of the vocation.

### **Action by Division Discipline Committee and the College-Wide Equivalency Committee**

A Discipline Committee within the appropriate Division and the College-Wide Equivalency Committee determine equivalency for adjunct faculty. In cases of the emergency process for adjunct hiring, the administrator, in consultation with the Vice President, or designee, determines equivalency and that equivalency is reviewed by the Equivalency Committee prior to any subsequent hiring.

**Action of Division Discipline Committee**

**Approved**

**NOT Approved**

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Action of College-Wide Equivalency Committee**

**Approved**

**NOT Approved**

VPES/Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_