CITY COLLEGE OF SAN FRANCISCO
EQUIVALENCY TO MINIMUM QUALIFICATIONS

The Equivalency process is used for hiring or for reassignment purposes to determine whether an applicant qualifies for the minimal CCSF District qualifications and State minimal qualifications based on education, training, and/or experience.

All candidates must already possess the degree that meets the minimal qualification for the discipline (Master's, Bachelor's, or Associate's*) in a related area in order to be considered successfully for an equivalency. The candidate would meet the equivalency by showing competency in an area **other than the one in which he/she possesses a degree** through a combination of course work, documented work, teaching and life experiences.

THE ONLY EXCEPTIONS ARE:

1. **Candidates who have satisfied his/her master's degree requirements while working toward their Ph.D. degree will be requested to submit a letter verifying this from a department chair or appropriate administrator providing evidence that the candidate has met all of the requirements needed for the Master's Degree or the requirement must be stated on the transcript.**

2. **Candidates in the last semester of their Master's Program will not qualify for equivalency until their Master's Program requirements are completed. Candidates will be requested to submit a letter from a department chair or appropriate administrator of that particular program verifying this.**

Applicants who do not fall into one or the other of the above two categories will have to complete a **Model Program** in which they provide relevant requested documentation, in order to be considered for an equivalency. **Applicants who do not submit a completed Model Program will not be considered for a CCSF Equivalency.**

* In addition to relevant subject matter information, the Associate degree equivalent must also show the completion of 18 units of General Education Requirements.

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Please provide the Human Resources Department, City College of San Francisco with the information requested in the blanks below. To assess your qualifications, we have created **a Model Program** instruction & format on page #2 and #3.
Attach your completed **Model Program** outline to this request.

Applicant's name: _____

Position applying for: _____ **Job Posting #**_____

Degree that you now possess: _____ **Discipline that degree is in:**_____
(as stated on transcript)

Degree you are applying for: _____ **Discipline that degree is in:** _____

PLEASE FOLLOW THE STEPS ON THE NEXT PAGE FOR INSTRUCTIONS ON HOW TO COMPLETE THE MODEL PROGRAM.

6-29-10

STEP BY STEP INSTRUCTIONS
FOR
THE MODEL PROGRAM

The Model Program is a specific degree program which you may choose from any current catalog of an accredited institution.

1. Find a model program given at an accredited institution that lists all of the **prerequisite** and **required** courses needed to meet the requirements for the degree that you are seeking an equivalency for.

2. At the top of an 8½ x 11 sheet of paper, list the name and state of the accredited institution selected for the model.

3. In column "A", on the left side of the sheet, list by title and number written descriptions of each of the prerequisite and required courses that may be prescribed for the respective degree. (Refer to **Model Program** Format on Page 3)

   Then add each of the elective courses in the **Model Program** to which you can offer a corresponding course.

   The total of the prerequisite, required, and elective courses should complete the requirements for the degree.

4. In column "B", on the right side of the sheet, list course work, teaching, or documented work/life experience that is the equivalent of each specific course in the **Model Program,** column "A". Be sure to explain <u>specifically </u>how the coursework or experience satisfies the course described in the model. A particular course or applicable achievement can be used only once in the entire **Model Program**.

5. In your **Model Program**, be sure that you address the **specific minimal requirements** listed in the CCSF job announcement for which you are applying.

6. To verify and demonstrate equivalency, documentation in the form of supporting materials (transcripts, letters, and other pertinent documents) must be provided in conjunction with the candidate's application.

7. In cases of foreign degrees, a letter evaluating and attesting to equivalency of the degree by a recognized authority in the United States is necessary. Please refer to Human Resources Department website <u>www.ccsf.edu/hr</u> under "Employment Opportunity - Academic" for a list of evaluation sources.

8. To be considered for eminence, a candidate must meet the equivalency through recognized accomplishments, awards, national or international reputation that demonstrates experience in the field of study, in addition to holding the degree that meets the minimal qualification for the discipline in a related area.

MODEL PROGRAM FORMAT: NEXT PAGE

MODEL PROGRAM FORMAT

Consideration for Equivalency depends on properly completing the Model Program, as per instructions on page #2, and providing relevant documentation. Candidates who fail to do this will <u>not</u> be considered for equivalency.

[Name of Accredited Institution]
[State]

Column A (model)

List all prerequisite and required courses

needed to meet requirements for model program. List the course title and number (e.g., English 300), and write a catalog description of the course in the model.

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List those electives that are more pertinent to the major.

Column B   (candidate's courses)

Opposite each course in the model, list and explain how the equivalent course and experience satisfy the course in the model.
Candidates may use a combination of course work, teaching, documented work/life experience, and life experiences to show equivalency to specific courses of the model.

Candidate can use a course or a particular achievement only **one** time to qualify for a requirement in the model.

The equivalency committee is more flexible with elective subject areas. List your elective courses that qualify for equivalency to courses in the model program.

(If necessary, use several pages to document the Model Program.)

NOTES TO CANDIDATE:

1. Provide photocopies of the model program and the catalog descriptions.

2. Candidates who claim equivalency must provide conclusive evidence
   that they possess qualifications that are no less than those required by the minimal
   qualifications of the CCSF Community College District.

SUBMISSION OF EQUIVALENCY INFORMATION

Be sure that you include the following information in
your submission to the Human Resources Office:

- **A completed Model Program**

- **Your relevant transcripts**

- **Specific documented supportive materials (if required)**

THE EQUIVALENCY COMMITTEE WILL NOT CONSIDER INCOMPLETE SUBMISSIONS.