



APPLICATION FOR THOSE NOT MEETING THE MINIMUM QUALIFICATIONS

Name of Applicant _____

Discipline _____

This form must be completed if you do not have the appropriate minimum requirements in the discipline.

- A. Traditional academic disciplines require a Master's degree (list available in the Human Resources Office).
- B. Vocational disciplines do not require a Master's but does require a degree and experience.
- C. Non-credit disciplines require a Bachelor's degree.
- D. Graduate students as part-time faculty.

Please check the section that applies to you and the appropriate qualification criteria.

A. _____ DISCIPLINES NORMALLY REQUIRING A MASTER'S DEGREE

_____ BA/BS plus 30 semester units of appropriate course work

_____ BA/BS plus appropriate licenser from an accredited institution or entity.

_____ BA/BS plus certification as an instructor in the specific discipline, as in the case of a reading instructor with BA plus a reading specialist credential.

Specify:

(Must provide documentation of work experience)

_____ BA/BS plus additional course work and documented 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.

Specify:

(Must provide documentation of work experience)

B. _____ DISCIPLINES NOT REQUIRING A MASTER'S DEGREE

(AA/AS degree from accredited institutions and six years documented work experience in the subject matter area or BA/BS and two years of documented work experience in the subject matter area.)

_____ Coursework from accredited institutions that would satisfy the AA/AS in breadth, depth and rigor with coursework equivalent to a major and six years documented work experience in the discipline.

Specify:

(Must provide documentation of work experience)

_____ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth and rigor with coursework equivalent to a major and two years documented work experience.

Specify:

(Must provide documentation of work experience)

C. _____ NON-CREDIT COURSES AND DISCIPLINES REQUIRING A BA/BS

_____ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth, and rigor with coursework equivalent to major (s).

Specify:

D. _____ GRADUATE STUDENTS AS PART-TIME FACULTY

You must be currently registered in a program of graduate studies at a UC or CSU campus.

_____ Advanced graduate student with prior proven teaching experience.

_____ Advanced graduate student teaching in areas consistent with the subject area of their graduate program. Such students may include advanced graduate students selected by the pertinent departmental committee from among a list of candidates provided by a UC or CSU graduate department.

Signature

Date

Completed application must include:

- This signed document
- District applications must be attached or on file with the District
- Unofficial copies of all transcripts.
- Documentation of work experience, if required above.
- If applicable, documentation of current registration in a program of graduate studies at a UC or CSU campus.

* Determination of equivalency may require you to be interviewed, provide additional information and/or departmental examination administered.

**WEST HILLS COMMUNITY COLLEGE DISTRICT
EQUIVALENCY DETERMINATION**

Name of Applicant: _____

Equivalency Determination:

| Yes | No | Committee Member Signature | Date |
|-----|----|--------------------------------------|------|
| | | Chair, equivalency Committee | |
| | | Equivalency Committee Representative | |
| | | Equivalency Committee Representative | |
| | | Faculty Discipline Representative | |
| | | Faculty Discipline Representative | |
| | | Instructional Administrator | |
| | | Human Resources Director | |

The above applicant/s equivalency request has been evaluated with a determination as follows:

Discipline(s) or Course(s) evaluated: _____

Equivalency Granted

Equivalency Denied

Basis of Determination: _____

 Chair, Equivalency Committee

 Date

Distribution: Applicant Human Resources Chairperson of Equivalency Committee