

3022. ADMINISTRATIVE REGULATIONS ON EQUIVALENCY

3022.1 The Administrative Dean, Human Resources, in consultation with the Academic Senate shall administer these regulations.

3022.2 Equivalency Committee Membership

- A. Nine (9) voting faculty
 - 1. Four (4) from disciplines in which a master's degree is generally expected or available.
 - 2. Four (4) from disciplines in which a master's degree is not generally expected or available.
 - 3. One (1) representative from the Academic Senate who shall also serve as the Equivalency Committee chair.
- B. One nonvoting ex officio faculty representative from the discipline (the department head or his/her designee).
- C. Two (2) voting instructional administrators.
- D. The Administrative Dean, Human Resources, shall serve as a nonvoting ex officio member.

3022.3 Equivalency Committee Chair

The chair of an Equivalency Committee shall be appointed by the Academic Senate President for a two year term.

3022.4 Quorum

The quorum for the Equivalency Committee shall be constituted of six (6) members, present and voting. The quorum shall contain at least two (2) members from disciplines in which a master's is generally expected or available, at least two (2) from disciplines in which a master's is not generally expected or available, and at least one (1) instructional administrator.

3022.5 Committee Process

Each department must have an approved equivalency statement on file with the Equivalency Committee and the Human Resources Office. The Equivalency Committee will not act on any request for equivalency without having this statement on file with the Committee.

- A. Application
 - 1. An application for equivalency is completely the responsibility of the applicant.
 - a. Applications must be submitted on the form provided by the Personnel Office.

- a. This written record shall be cumulative, and the principles used and the decisions made previously shall serve as precedent for applications under current consideration.
- b. Annually, this cumulative record shall be presented to the Academic Senate, the 4of