

FACULTY SERVICE AREAS

MINIMUM QUALIFICATIONS

EQUIVALENCIES

DISCIPLINES

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Faculty Service Areas Minimum Qualifications Equivalencies Disciplines

I. Background

- A. As part of AB 1725 and community college reform, the requirement that community college instructors and other staff be credentialed is repealed as of July 1, 1990 provided that the following conditions have been met.
- “Employees hired on or after July 1, 1990 would either be required to meet ‘minimum qualifications’ adopted by the Board of Governors or obtain a locally granted equivalent” (*Education Code* Sections 87351, 87356-87359).
- B. Every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential (*Education Code* Section 87355).
- C. The Board of Governors has adopted regulations setting forth a process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications specified in the regulations adopted by the board pursuant to *Education Code* Section 87356. Unless and until amended pursuant to the process described in *Education Code* Section 87357, the regulations shall require all of the following:
1. No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the Board of Governors adopted pursuant to *Education Code* Section 87356. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
 2. The process, as well as criteria and standards by which the governing board reaches its determinations, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to

determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the minimum qualifications. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to *Education Code* Section 87358.

II. District Policy Regarding Employment Criteria for Faculty

A. Policy 4.01-F

All candidates for academic positions must hold valid credentials authorizing service or meet state-adopted discipline minimum qualifications or district-adopted equivalencies in the area for which they are being considered.

B. Policy 4.01-G

All academic employees will be assigned a faculty service area(s). The Board of Trustees will approve faculty service areas as developed and agreed upon jointly by representatives of the governing board and the Academic Senate.

C. Policy 4.01-H

An academic employee is competent in a faculty service area (FSA) if he/she meets the minimum qualifications for a discipline within the FSA. Full-time academic employees may not use equivalency to establish competence.

D. Policy 4.03-A Classification of Academic Personnel

A community college faculty member is any non-administrative academic employee who is required to meet the minimum qualifications for hire as established in *Education Code* section 87356 or whom is determined by the governing Board to possess qualifications that are at least equivalent to the minimum qualifications as authorized in *Education Code* section 87359.

III. Faculty Service Areas

The Board of Trustees has adopted (in keeping with Board Policy 4.01-G) the following faculty service areas and disciplines as developed and agreed on by the Lake Tahoe Community College Academic Senate and as recommended by the Vice President, Academic Affairs and Student Services.

A. CREDIT FACULTY SERVICE AREA

Lake Tahoe Community College credit faculty members are grouped into one credit faculty service area.

B. NON-CREDIT FACULTY SERVICE AREA

Lake Tahoe Community College non-credit faculty members are grouped into one non-credit faculty service area.

IV. Criteria for Hiring Academic Employees

The Board of Trustees has adopted the following criteria for hiring academic employees.

- A. As a condition of employment with the Lake Tahoe Community College District, academic employees are required to meet state mandated minimum qualification or the equivalent, effective July 1, 1990, with one exception: any person holding a credential authorizing service in a California Community College will retain the right to serve under that credential until it expires. Academic employees include full-time and part-time instructors, counselors, librarians, work experience coordinators, instructional administrators, and student service administrators.

It is the intent of the District to seek the most qualified individuals for employment. A pool will be developed from those applicants who meet state mandated minimum qualifications and/or who qualify under the equivalency provisions which have been agreed to by the Board and the Academic Senate.

In addition, the Board will provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination; and a written record of the decision including the views of the Academic Senate, shall be available for review pursuant to *Education Code* Section 87359. The criteria used by the Board in making qualification determinations shall be reflected in the Board's action employing the individual. Instructors who meet these minimum qualifications are not ranked by the way that they meet the minimum qualification. Instructors will be chosen to teach from a pool of qualified applicants.

- B. Criteria for full-time and part-time credit academic employees.
1. Minimum qualifications for disciplines in which the Master's degree is generally available.
 - a. Master's or equivalent degree in the discipline or alternatives adopted by the Board of Governors or equivalent as described below.
 - b. Valid California Community College Credential in the field.
 - c. Equivalent Criteria.

(1) MA in related field including 15 semester units of graduate or upper division course work within the field

(2) Bachelors degree in the discipline and:

(i) Additional coursework, using scope, intensity, and/or length of the academic experience when evaluating this area. Coursework includes degrees for which the courses and areas of concentration are similar to the discipline; courses, the subject of which is similar to that for the discipline; coursework that is equivalent to that of the discipline; internships; and/or workshops, intensive professional training, certification; and/or

(ii) Work Experience, using scope, intensity, and/or length of the work experience when evaluating this area. Work Experience includes publications; contributions to the field; grants or applications to professionally recognized funding agencies; research; expertise in significant private industry or government; verification of employment history/instruction and curriculum development in the area of expertise; skills demonstration; and/or verifiable evidence of professional performance, professional or public recognition, or professional presentations; and/or

(iii) Eminence in the field defined as: superior knowledge and skill in a subject matter field in which the district wishes to offer instruction. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the subject field. Determination of eminence is based upon the conviction that the applicant, if measured by recognized authorities in the subject field, would be judged superior. Eminence will only be recognized if the candidate's credentials merit national recognition.

2. Minimum qualifications for disciplines in which the Master's Degree is generally not available.

a. BA or better in any discipline + any certificate or license required to do that work + two years experience in the discipline, or equivalent.

- b. AA in any discipline + any certificate or license required to do that work + six years experience in the discipline, or equivalent.
- c. Valid California Community College Credential in the field.
- d. Equivalent Criteria.
AA in any discipline and equivalency in the field as defined under full-time and part-time credit academic employees, sections 1.c.(2) (i), (ii), and (iii).

C . Criteria for full-time and part-time non-credit academic employees.

- 1. Except as provided elsewhere in this article, the minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:
 - (a) For an interdisciplinary noncredit basic skills course, a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.
 - (b) For a noncredit basic skills course in mathematics, a bachelor's in mathematics.
 - (c) For a noncredit basic skills course in reading and/or writing, either a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.
 - (d) For a noncredit course in citizenship, a bachelor's degree in any discipline, and six semester units in American history and institutions.
 - (e) For a noncredit course in English as a second language (ESL), any one of the following:
 - (1) A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.
 - (2) A bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition,

bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor.

- (3) A bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor.
- (4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.
- (f) For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.
- (g) For a noncredit course in home economics, a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.
- (h) For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:
 - (1) A bachelor's degree with a major related to the subject of the course taught; and either (A) or (B) below:
 - (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor.

- (B) One year of professional experience working with older adults.
- (2) An associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.
 - (i) For a noncredit course in parent education, a bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education.
 - (j) For a short-term noncredit vocational course, any one of the following:
 - (1) A bachelor's degree; and two years of occupational experience related to the subject of the course taught.
 - (2) An associate degree; and six years of occupational experience related to the subject of the course taught.
 - (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.
 - (4) For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

2. Equivalent criteria

Equivalency in the field as defined under full-time and part-time credit academic employees, sections 1.c.(2) (i), (ii), and (iii).

V. List of Disciplines and Associated Courses

Lake Tahoe Community College has adopted the following list of disciplines and associated courses.

A. Credit Disciplines and Associated Courses.

1) Disciplines that require a Master's.

Accounting

BSN110A, 110B, 110C, 111, 115, 117, 118, 150, 154, 155A,
155B, 160, 161, 162, 163, 164, 190
All ECO

Anthropology

All ANT

Art

All ART

Biological Sciences

All BIO
All EVS
GEL140
HEA 105
HEC 105
PHS114, 140

Business

All BSN, except those courses listed under Accounting
All ECO

Chemistry

All CHM
All PHS

Child Development/Early Childhood Education

All ECE

Computer Science

All CIS

All CAO, except 199A

Counseling

All COU except COU182A, 182B

Dance

All DAN

THE126

Drama/Theater Arts

All THE

SPE 101, 102, 104

Economics

All ECO

Education

All EDU

All WKX

English

All ENG except 179, 180, 183A, 184, 185, , 188196

HUM 105

ESL

All ESL

Family and Consumer Studies/Home Economics

All HEC

Foreign Languages

All CHN

All FRE

All GER

All ITA

All JPN

All LAT

All RUS

All SPA

Geography

All GEG

Geology/Earth Sciences

BIO140

EVS151

All GEG

All GEL

All PHS

Health

All HEA

History

GEG 102, 103

All HIS

All HUM

All POL

Humanities

All HUM

Interdisciplinary Studies

EVS 151

All HUM

All INT

All WKX

Journalism

COM 103

Mass Communication

All COM

Mathematics

All MAT except MAT 186

Music

All MUS

THE126

Philosophy

All PHI

Physical Education

All PED

Physics/Astronomy

BIO140

GEL140

All PHS

All PHY

Political Science

All POL

Psychology

All PSY

Religious Studies

All REL

Sociology

All SOC

Special Education

CAO199A

COU182A, 182B

ENG 179, 180, 183A, 184, 185, 188, 196

All GES MAT 186

Speech Communication

All SPE

- 2) Disciplines that do not require a Master's

Administration of Justice

All CRJ

Computer Information Systems

All CAO

CIS 100, 112, 113, 134, 150, 151, 160, 170

Construction Technology

All CNT

Culinary Arts/Food Technology

All CUL

Dental Technology

HEA147A, 147B

Emergency Medical Technologies

HEA 106, 107, 108, 109A, 109B, 110A, 110B, 110C, 110D, 124,
141, 143, 144

Fire Technology

All FIR

Forestry/Natural Resources

All FOR

Hotel and Motel Services

All HRM

All HSP

Health Care Ancillaries

HEA 145, 146, 148

All MOA

Office Technologies

All CAO

Ornamental Horticulture

All HOR

Real Estate

All RES

Restaurant Management

All HRM

All HSP

Sign Language

All SNL

B. Non-Credit Disciplines and Associated Courses

1. Non-credit ESL

All non-credit ESL courses

2. Non-credit Special Education

All non-credit GES courses