

Changes to the IVC Equivalence Process Approved by Imperial Valley College Board of Trustees

Approved October 19, 2011

Changes to Make-up of the Equivalence Committee:

Equivalence Committee shall be made up of five (5) members as follows:

- B. Packets are complete and include transcripts from accredited institutions and any other documentation necessary to complete the review for equivalence.
3. HR contacts discipline department chair for appointment of two (2) discipline faculty members to the Equivalence Committee for that application, or if not available, the Division Dean for appointment of two reasonably related discipline faculty members to review the application before the application is presented to entire Equivalence Committee for review.

#### Equivalence Committee and Faculty Responsibilities:

1. Review all applications for equivalence in a timely manner.
2. Any member assigned to the committee must first be fully educated on equivalency criteria as established by the Education Code, California Community College Board of Governors, State Academic Senate and Imperial Valley College local policy.
3. Face to face meetings shall be held to determine outcome of any conflicted vote.
4. Committee will provide a clear statement listing the degrees, education, and experience and evidence that committee relied on to grant applicant equivalency so that governing Board of Trustees can approve the hiring action;
5. Recommend a review of the equivalence procedures and update of IVC policy, procedures, and criteria for granting equivalence be done every three to five (3-5) years.

#### Department Chair (or when necessary the Division Dean) Responsibilities:

1. Appoint two discipline faculty members or reasonably related discipline faculty members when two discipline faculty members are not available to the Equivalence Committee to review any application for equivalence in a timely manner;
2. Ensure any discipline faculty member appointed has familiarized themselves with the literature on granting equivalence before the appointment;
3. Ensure that any faculty member granted interim equivalence fulfill requirements within the established time period or the faculty member does not receive another assignment;
4. Any faculty applications needing equivalence evaluation received directly by the Division Dean or Department Chair should be turned over to the appropriate Human Resources personnel to begin the equivalence process.
5. Recommend faculty member granted equivalence to teach is evaluated during the first semester of teaching by appropriate tenured discipline faculty, including review of student evaluations.