

Bylaws of the Gavilan College Equivalency Committee

I. NAME

These Bylaws apply to the Gavilan College Equivalency Committee.

II. PURPOSE

As a committee of the Gavilan College Academic Senate, the Equivalency Committee has been established to fulfill the requirement of Education Code Section 87359, which states that the equivalency 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 applicable minimum qualifications”.

III. MEMBERS

The Equivalency Committee shall consist of at least 6 faculty members, with representation from across the campus community, and one administrator.

The faculty members of the Equivalency Committee shall be appointed according to the Gavilan College Academic Senate Bylaws, Article VI.2.

Each faculty member of the Committee will serve for renewable two-year terms.

If a faculty member is unable to fulfill his or her duties, a replacement for him or her will be appointed by the Academic Senate President.

IV. OFFICERS

The Equivalency Committee Chair shall be appointed according to the Gavilan College Academic Senate Bylaws, Article VI.2.

V. MEETINGS

The Equivalency Committee shall schedule regular bimonthly meetings to be held during the academic year, August through May.

The Equivalency Committee shall schedule ad hoc meetings as necessary.

The quorum for conducting equivalency screening shall be a majority of the committee members.

VI. PROCESS

The Human Resources Department receives applications and conducts a preliminary screening to determine if the minimum qualifications for the position being applied for have been met. Applications requiring equivalency evaluation will be forwarded to the Equivalency Committee

for review. If deemed necessary during its review, the Equivalency Committee will bring in a consultant from the discipline under consideration as a resource.

The deliberations of the Equivalency Committee will follow the same protocols of confidentiality as the Gavilan College hiring process.

VII. DUTIES

The Academic Senate Equivalency Committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Further clarify the criteria to be used for determining equivalency.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

The Equivalency Committee Chair shall ensure that careful records are kept of all equivalency determinations.

Each member of the Equivalency Committee shall participate in regular orientation and training. As the Equivalency Committee is a committee of the Academic Senate, faculty are responsible for the orientation and training of committee members. The Human Resources Department will act as a resource in matters of orientation and training.

VIII. PARLIAMENTARY AUTHORITY

Any matters not described above will be guided by Robert's Rules of Order.