



Management Personnel Plan

APPENDIX B: MANAGEMENT PERSONNEL PLAN – EQUIVALENCY POLICY/PROCESS

Equivalency Process for Confidential/Supervisors, Classified Administrators and Educational Administrators

The San Bernardino Community College promotes the effort to ensure that their supervisors and managers are administrators who can lead, organize, plan, and supervise; and who understand the needs of students, classified, faculty and the learning environment; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues.

The minimum qualifications for supervisors and administrators should help the District to ensure that it will select individuals who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration.

This equivalency process is designed to include exceptionally strong candidates who may have earned, in a variety of ways, the equivalent to a Masters Degree. Equivalency determinations shall be determined jointly by the President of the College or designee and the Vice Chancellor of Human Resources, or Designee. The criteria used in making the determination shall be reflected in the governing board's action when employing the individual.

Educational Administrator

Disciplines where a master's degree is not normally expected or available

There are disciplines listed in the Board of Governors Minimum Qualifications booklet that may be considered "vocational" or "commercial" in nature. Unlike the academic disciplines, a Master's Degree, although desirable, is not normally expected or available. The faculty minimum qualifications for these disciplines are different than those required of faculty who teach in academic disciplines. Minimum qualifications for educational administrators who supervise these disciplines should also reflect that difference by recognizing both education and experience

An applicant for an educational administrator position that supervises departments that include "vocational" or "commercial" programs, may be determined to have the equivalent of a Master's Degree in the following ways. This list is not all inclusive.

In addition to (1) any Associate Degree and verification of six years of experience in the related field OR any Bachelor's Degree and verification of two years of experience in the related field and (2) one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level full-time teaching in one of the disciplines included in the department (10-20 years).
- A substantial number of years in the related industry (10-20 years).
- Evidence of organizational and planning skills with regard to educational activities.
- Evidence of experience and skill supervising both faculty and staff.



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- Evidence of experience in budget development and administration.
- Evidence of conducting major, special campus-wide projects.
- Evidence of participation in state and/or national discipline-specific organizations.
- Evidence of scholarly works.
- Evidence of major participation in the governance activities of a community college.
- Evidence of acclaim in the field.
- Evidence of contribution to the field on the local, state, and/or national level.

Academic disciplines

Educational Administrators are required to hold a Master's Degree and complete one year of supervisory experience in the appropriate setting. While it is the intent of the Board of Trustees to employ educational administrators who possess the minimum qualifications set out by Title 5 regulations, there may be exceptional circumstances whereas applicants clearly have the equivalent to those minimum qualifications. Title 5 regulations allow for a local district to determine equivalencies for educational administrators.

Equivalencies to a Master's Degree may also be accepted for educational administrators supervising departments which only include academic disciplines. This should be an exceptional and uncommon occurrence.

An applicant for an educational administrator position where that administrator supervises departments that only include academic disciplines, may be determined to have the equivalent of a Masters Degree in the following ways. This list is not all inclusive.

1. Any Master's Degree with a minimum of 12 semester graduate units in the relevant academic discipline OR

2. A Bachelor's Degree in the relevant academic discipline and a combination of most or all of the following:

- Graduate program coursework substantial enough to satisfy any general education portion of a Master's level course of study (12-20 semester units) or significant coursework within the relevant discipline in the absence of a breadth requirement (totaling 27-32 semester units).
- A substantial number of years of community college level full-time teaching in one of the disciplines included in the department (10-20 years).
- Evidence of organizational and planning skills with regard to educational activities.
- Evidence of experience and skill supervising both faculty and staff.
- Evidence of experience in budget development and administration.
- Evidence of conducting major, special campus-wide projects.
- Evidence of participation in state and/or national discipline-specific organizations.
- Evidence of scholarly works.
- Evidence of major participation in the governance activities of a community college.



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- Evidence of acclaim in the field.
- Evidence of contribution to the field on the local, state, and/or national level.

Supervisor/Confidential/Classified Management

Confidential/Supervisors and Classified Administrators are required to meet the degree and experience minimum qualifications; however equivalency provisions are provided to allow education to supplant experience while also looking at equivalency for degree requirements. An applicant for a classified administrator/supervisor/confidential position that supervises non-academic departments may be determined to have equivalency based on the following ways. This list is not all inclusive:

Master's degree requirements-

In addition to (1) any Associate Degree and verification of six years of experience in the related field OR any Bachelor's Degree and verification of two years of experience in the related field and (2) two years of formal training, internship, or leadership experience reasonably related to the assignment, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level (10-20 years)
- A substantial number of years in the related industry (10-20 years).
- Evidence of experience and skill supervising staff.
- Evidence of experience in budget development and administration.

Bachelor's degree requirements

In addition to (1) any Associate Degree and verification of six years of experience in the related field OR any Bachelor's Degree and verification of two years of experience in the related field and (1) one year of formal training, internship, or leadership experience reasonably related to the assignment, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level (10-20 years)
- A substantial number of years in the related industry (10-20 years).
- Evidence of experience and skill supervising staff.
- Evidence of experience in budget development and administration.

Associates degree requirements

In addition to 30 college level units in related field and 2 (two) years in a lead position, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level (7-10 years)
- A substantial number of years in the related industry (10-15 years).
- Evidence of experience and skill supervising staff.
- Evidence of ability to understand budget development and administration.