
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-06.5	Title: Faculty Equivalency Policy	
	Rev # : 01	Approved By: Chief Executive Officer (CEO)	Date : 5 Jan 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	05 Jan 2022

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**1. Purpose**

This policy provides the University with a faculty equivalency policy for the recruitment of faculties.

**2. Scope**

This procedure applies to all faculties, recruited by university of Pasadena.

**3. Definitions**

**4. Responsibility**

The Chief Academic Officer (CAO) is responsible for the effective implementation of the policy.

**5. Procedure/Process**

Minimum Qualifications for UPAS Faculty


Applicants for faculty positions at the University of Pasadena (UPAS) are required to meet certain minimum qualifications for faculty positions, as described in the 2021 DEAC Accreditation Handbook. If applicants for faculty positions do not meet the Minimum Qualifications provided by the DEAC Handbook, they may still be eligible for a faculty position if they successfully apply under the Equivalency Determination Process outlined below.

The Equivalency Determination Process at UPAS

The equivalency determination process is used to determine whether a candidate for a faculty or adjunct position who does not meet minimum qualifications may still qualify to teach classes within a particular discipline. Equivalency requires that applicants demonstrate they have a combination of education and experience that would be equivalent to the stated minimum qualifications, allowing them to teach any course within the discipline.

The HR is responsible to collect and forward applications and other pertinent information to the Search Committee. The Search Committee is responsible for recommending applicants to the Equivalency Committee.

The Equivalency Committee comprises of three members for each degree program that is

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offered and constitutes CAO, one Advisory Board Member, one existing faculty member who is a discipline expert. Together with the advisory board member and the discipline expert, the committee possess the necessary qualifications to assess equivalency and to make equivalency determinations.

The Equivalency Committee will evaluate an applicant’s Equivalency packet to determine if they would be eligible to be hired.

Guidelines to Determine Equivalency at UPAS

Equivalency criteria for use in determining minimum qualifications follow below:

A) Degree Equivalence

1. Formal education equivalent to the Doctoral Degree as listed in the job announcement:
  - A Doctoral degree in any discipline, with substantial graduate units in the subject related to the program/course within the discipline.
2. Formal education equivalent to the master’s degree as listed in the job announcement:
  - A master’s degree in any discipline, with at least fifteen (15) semester graduate units in the subject related to the program/course within the discipline.
3. Formal education equivalent to the bachelor’s degree as listed in the job announcement:
  - A bachelor's degree and a combination of thirty (30) semester graduate units in the subject related to the program/course within the discipline.

(B) Academic Background Equivalence


1. Those who do not meet the degree equivalence (Equivalence A above) but possess at least thirty (30) semester graduate units in the academic field specified in the job announcement.

(C) Professional Achievement Equivalence

1. Outstanding professional achievement and/or substantial training and/or extensive work experience in the field specified in the job announcement.
2. Preparation, experience, and ability must be equivalent to those expected from any candidate who meets minimum qualification.

How to Apply Under the Equivalency Process at UPAS

As a candidate applies for a faculty or adjunct position, they will be asked to upload an Equivalency Packet (if minimum qualifications are not met). Candidates will be asked to do

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the following:

- Complete the Application for Equivalency.
- Indicate how the candidate meets the minimum qualifications for this position. Select the appropriate answer and attach supporting documents, if required.
- Upload the Equivalency Packet in the "Optional Documents - Application for Equivalence."

### 6. UPAS Application for Equivalence

Any applicant who requests consideration based on equivalence because they do not meet specified minimum qualifications must submit this form prior to the job announcement's closing date.

Job Announcement Title: \_\_\_\_\_

Applicant Name: (please print): \_\_\_\_\_

Discipline: \_\_\_\_\_

I am applying for equivalence based on one or more of the following categories:

DEGREE EQUIVALENCE: same as listed in job announcement.


- Transcript

ACADEMIC BACKGROUND EQUIVALENCE: meet all minimum requirements for qualification in a related field and possess thirty (30) semester units of graduate work in the academic field specified in the job announcement.

- Transcript
- Academic, professional, or vocational portfolio

PROFESSIONAL ACHIEVEMENT EQUIVALENCE: outstanding professional achievement or substantial training in the field specified in the job announcement. Preparation, experience, and ability must be equivalent to those expected from any candidate who meets minimum qualifications.

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- Professional or vocational portfolio
- Certificates, transcripts, and/or other documents
- Detailed work history with references

Supporting documents (transcripts, research publications, seminars, honors/awards, portfolios, certificates, licenses, employer verification, memberships and a narrative synopsis of education and experience that illustrates possession of qualifications that are equivalent to the minimum stated qualifications or other relevant materials) must be included with this completed form.

I certify that all the information attached pertaining to this Application for Equivalence is accurate. Providing false information is grounds for elimination from the selection process or dismissal if subsequently employed.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**7. Review.**

The University of Pasadena Faculty Equivalency Policy is reviewed every year.