AP 7211   FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

References:
Education Code Sections 87001, 87003, 87359, and 87743.2;
Title 5 Sections 53400 et seq.
Minimum Qualifications for Faculty and Administrators in California Community Colleges
ACCJC Accreditation Standard III.A.2-4

Faculty Service Areas (FSA)
Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Tenure track faculty shall be assigned an initial FSA, according to the discipline in which they are hired, on the Faculty Minimum Qualifications Form completed by the department chairperson. The initial FSA assigned must come from the list below titled Santa Barbara City College Faculty Service Areas According to Departments. In the event a faculty member is hired into a newly created department for which an FSA has not yet been established, an FSA in a closely related area should be assigned and the faculty member notified of the FSA assignment. The FSA modification process should be initiated.
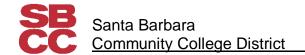
Adding an FSA
The FSA Committee shall be composed of the Academic Policies Committee and the Chief Human Resources Officer. The Chair of the Academic Policies Committee shall convene the FSA Committee as necessary.

After initial employment, a faculty member who is both "qualified" and "competent" may apply to the FSA Committee for an additional FSA. The FSA Committee will review application materials and make a recommendation to the Academic Senate on the assignment of the additional FSAs.

- To be "qualified" in an FSA, as defined by the State of California, the faculty member must meet the State minimum qualifications. In addition, any licensure or other certification requirements for the subject field must be met.

- To be "competent" as defined by the District, the faculty member must have taught nine TLUs in the FSA (or equivalent for educational support faculty members) in the SBCC credit program in the three academic calendar years prior to the application for an additional FSA. In order to retain an additional FSA, the faculty member must have maintained nine TLUs in that FSA within the prior three academic calendar years.

Applications for an additional FSA must be received on or before October 15 by Human Resources. The FSA Committee will review the application and respond with a decision

by November 30. The Academic Senate will review the recommendation and approve or deny the request for an additional FSA. In accordance with Ed code 87743.3, additional FSAs must be approved not later than February 15 in order to be considered in layoff proceedings for the following academic year.

An applicant denied an FSA may file an appeal with the President of the Academic Senate within ten working days of notice of denial. The President of the Academic Senate shall convene an appeal committee consisting of the President of the Academic Senate, the Division Senator for the division in which the FSA is located, the Chair of the FSA Committee (as a non-voting member), and the Chief Instructional Officer. The appeal committee shall review the appeal and respond with a decision by February 1. The decision of the appeal committee is final.

Human Resources shall maintain a record of FSAs to which each employee has been assigned in the employee's personnel file. Human Resources shall also maintain a record of FSAs and employees assigned to each FSA.

Modification of the FSA List
A department may petition the Academic Senate for a revision of the FSA list utilizing the same processes for modifying any policy. This procedure shall be reviewed within one year of the release of a new disciplines list by the California Community Colleges Chancellor's Office. The Academic Senate President or designee is responsible for bringing any modifications to the FSA list through the normal policy review process. If the disciplines list is modified, any faculty member who experiences a change in FSA must be notified by Human Resources of this change to their records within one month of the change. Changes in FSA assignments due to a change in the FSA list are not subject to appeal.
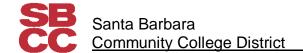
Minimum Qualifications
Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Minimum qualifications are verified by the department chairperson and recorded on the Faculty Minimum Qualifications Form. This form is reviewed by the area dean and human resources personnel and retained in the employee's personnel file.

Equivalencies
Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Board of Trustees 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..." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- As part of the hiring process, recommend all equivalency determinations to the Board of Trustees.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that records are kept of all equivalency determinations and retained in the employee's personnel file.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Superintendent/President.
- Ensure that the equivalency process meets the requirements of the law.

Equivalencies to minimum qualifications are verified by the department chairperson and recorded on the Faculty Minimum Qualifications Form. This form is forwarded to the Equivalency Committee for review and approval. The Equivalency Committee is responsible for evaluating all requests for equivalency to the minimum qualifications. The Equivalency Committee shall be composed of the Academic Senate President or designee, three additional faculty members appointed by the Academic Senate President (at least one of whom works in a Career Technical area), and one dean of Educational Programs.
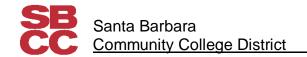
Determination of Equivalencies
The following procedure is to be used to determine when an applicant for a faculty position does not possess the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless, in the applicant's opinion, does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The department chairperson will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the department chairperson prior to being interviewed. Only applicants who are found to meet minimum qualifications through adherence to the minimum qualifications listed or through an initial

equivalency granted by the department chairperson's review of the evidence presented shall be interviewed.

The department chairperson (or the screening committee in the case of a full-time faculty hire) shall send a recommendation concerning equivalency to the chairperson of the Equivalency Committee before candidates are notified of final interviews. The Equivalency Committee will review the recommendation asking the following questions:

- Was the recommendation made in accord with this procedure?
- Is the department chairperson's (or the screening committee's) recommendation consistent with California Education Code 53410 and 53430 and with the Academic Senate for California Community Colleges' best practices for determining equivalencies?

After review of the documentation, the Equivalency Committee will approve or deny the recommendation and forward its decision to the department chairperson (or the screening committee in the case of a full-time faculty hire).

Minimum Qualifications for Disciplines in which a Master's Degree is not Generally Available
The minimum qualifications for disciplines on this list are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. The professional experience must be directly related to the faculty member's teaching assignment.

Equivalencies for Disciplines in which a Master's Degree is not Generally Available
The District may elect to award equivalency for faculty teaching in disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units demonstrating a breadth of coursework AND two years of occupational experience in the discipline; or, 60 semester units demonstrating a breadth of coursework AND six years of occupational experience in the discipline. **NOTE:** all semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a discipline in which a master's degree is not generally available shall demonstrate competency in the current technology of that discipline.

After review of the documentation, the Equivalency Committee will approve or deny the recommendation and forward its decision to the department chairperson (or the screening committee in the case of a full-time faculty hire).

Home Department
Tenure track faculty are assigned a "home department" on the Faculty Minimum Qualifications Form completed by the department chairperson at the time of hire or as soon as is practical. The chairperson of a faculty member's home department is

responsible for fulfilling the District's responsibilities of providing tenure track faculty with a sufficient number of courses to constitute a full time load (15 TLUs per semester). In the event a faculty member teaches in multiple departments, the chairperson of the faculty member's home department is still responsible for assigning the appropriate number of courses. These courses may come from the faculty member's home department or by agreement with one or more ~~chairs~~ chairpersons from other departments for which the faculty member meets the minimum qualifications. The department chairperson in the non-home department is responsible for verifying the qualifications of the faculty member to teach in their department.

Transfers of home department may be made by mutual agreement between the faculty member, the original home department chairperson, the proposed new home department chairperson, the area dean (or deans) from the involved departments, and the Chief Instructional Officer. Transferring a home department does not transfer the initial FSA.

Santa Barbara City College Discipline and Faculty Service Areas According to Departments

Line	Department	Discipline (as listed in the MQ handbook)	Faculty Service Area (FSA)
1	Academic Counseling	Counseling	Counseling
2	Accounting Education	Accounting	Accounting
3	Addictive Disorders Counseling	Addiction Paraprofessional Training*	Addictive Disorders Counseling
4	Allied Health	Emergency Medical Technologies*	Emergency Medical Technologies
5	Allied Health	Health Care Ancillaries*	Health Care Ancillaries
6	American Ethnic Studies	Ethnic Studies	Ethnic Studies
7	Art	Art	Art History
8	Art	Art	Art Studio–2-D (Drawing, Design, Painting, Water Color, Printmaking)
9	Art	Art	Art Studio–3-D (Ceramics, Glassblowing, Sculpture)
10	Art	Art	Commercial Art (Airbrush, Scientific Illustration)
11	Associate Degree Nursing	Nursing	Nursing, Health Promotion and Health Management

Line	Department	Discipline	Faculty Service Area (FSA)
12	Athletics	Physical Education Recreation Administration	Physical Education and Recreation
13	Automotive Service and Technology	Automotive Technology	Automotive Services
14	Automotive Service and Technology	Auto Mechanics*	Automotive Services
15	Automotive Service and Technology	Diesel Mechanics*	Automotive Services
16	Automotive Service and Technology	Fluid Mechanics Tech*	Automotive Services
17	Automotive Service and Technology	Motorcycle Repair*	Automotive Services
18	Automotive Service and Technology	Small Engine Mechanics*	Automotive Services
19	Biological Sciences	Biological Sciences	Biological Sciences
20	Business Administration	Business	Business Administration, Management
21	Business Administration	Management	Business Administration, Management
22	Business Administration	Law	Business Administration, Management
23	Business Administration	Real Estate*	Real Estate
24	Business Administration	Small Business Development*	Associated Business Technologies
25	Career Advancement Center	Counseling	Career Center Counseling
26	Certified Nursing Assistant (CNA)	Health Care Ancillaries*	Nursing, Health Promotion and Health Management
27	Chemistry	Chemistry	Chemistry
28	Communication	Communication Studies	Communication
29	Computer Applications and Office Management	Business Education	Computer Applications and Office Management
30	Computer Applications and Office Management	Business Machine Technology*	Computer Applications and Office Management
31	Computer Applications and Office Management	Office Technologies*	Computer Applications and Office Management
32	Computer Information Systems	Computer Information Systems*	Computer Information Systems

Line	Department	Discipline	Faculty Service Area (FSA)
33	Computer Network Engineering	Computer Service Technology*	Electronics/Computer Technology
34	Computer Network Engineering	Electricity*	Electronics/Computer Technology
35	Computer Network Engineering	Electromechanical Technology*	Electronics/Computer Technology
36	Computer Network Engineering	Electronics Technology*	Electronics/Computer Technology
37	Computer Network Engineering	Engineering Technology*	Electronics/Computer Technology
38	Computer Network Engineering	Laser Technology*	Electronics/Computer Technology
39	Computer Network Engineering	Robotics*	Electronics/Computer Technology
40	Computer Network Engineering	Telecommunications Technology*	Electronics/Computer Technology
41	Computer Science	Computer Science	Computer Science
42	Construction Technology	Construction Technology*	Construction Technology
43	Cosmetology Academy	Barbering*	Cosmetology
44	Cosmetology Academy	Cosmetology*	Cosmetology
45	Disabled Student Programs and Services (D.S.P.S.)	Computer Technology (Adapted): Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
46	Disabled Student Programs and Services (D.S.P.S.)	Counseling: Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
47	Disabled Student Programs and Services (D.S.P.S.)	Deaf and Hearing Impaired: Disabled Student Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
48	Disabled Student Programs and Services (D.S.P.S.)	Developmental Disabilities: Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
49	Disabled Student Programs and Services (D.S.P.S.)	Disabled Student Services & Programs (DSPS)	Disabled Student Programs and Services (D.S.P.S.)
50	Disabled Student Programs and Services (D.S.P.S.)	Learning Disabilities: Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
51	Disabled Student Programs and Services (D.S.P.S.)	Physical Disabilities: Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)

Line	Department	Discipline	Faculty Service Area (FSA)
52	Disabled Student Programs and Services (D.S.P.S.)	Physical Education (Adapted): Disabled Students Programs and Services	Disabled Student Programs and Services (D.S.P.S.)
53	Drafting/CAD/Interior Design	Architecture*	Drafting
54	Drafting/CAD/Interior Design	Building Codes & Regulations*	Drafting
55	Drafting/CAD/Interior Design	Construction Management	Drafting
56	Drafting/CAD/Interior Design	Construction Technology*	Drafting
57	Drafting/CAD/Interior Design	Drafting*	Drafting
58	Drafting/CAD/Interior Design	Engineering Technology	Drafting
59	Drafting/CAD/Interior Design	Industrial Design*	Drafting
60	Drafting/CAD/Interior Design	Industrial Technology*	Drafting
61	Drafting/CAD/Interior Design	Interior Design*	Interior Design
62	Early Childhood Education	Child Development/Early Childhood Education	Child Development
63	Early Childhood Education	Education	Education
64	Earth and Planetary Sciences/Geography	Earth Science	Geology/Earth Science
65	Earth and Planetary Sciences/Geography	Geography	Geography
66	Earth and Planetary Sciences/Geography	Astronomy	Astronomy
67	English	English	English
68	English as a Second Language	ESL	English as a Second Language
69	English Skills	Reading	Reading
70	Environmental Horticulture	Ornamental Horticulture	Environmental Horticulture
71	Environmental Studies	Environmental Technologies*	Environmental Studies
72	Extended Opportunities Program and Services (EOPS)	Counseling	Counseling
73	Extended Opportunities Program and Services (EOPS)	Counseling: EOPS	Counseling
74	Faculty Resource Center	Instructional Design/Technology	Instructional Design/Technology

Line	Department	Discipline	Faculty Service Area (FSA)
75	Film and Television Production	Broadcasting Technology*	Film and Television Production
76	Film and Television Production	Media Production*	Film and Television Production
77	Film and Media Studies	Film Studies	Film Studies
78	Finance/International Business/Marketing	Banking and Finance*	Banking and Finance
79	Finance/International Business/Marketing	Business	Banking and Finance
80	Finance/International Business/Marketing	Marketing	Marketing
81	Finance/International Business/Marketing	Small Business Dev.	Banking and Finance
82	Graphic Design and Photography	Commercial Art*	Graphic Design and Photography (aka Graphic Communications)
83	Graphic Design and Photography	Graphic Arts*	Graphic Design and Photography (aka Graphic Communications)
84	Graphic Design and Photography	Photographic Technology/Commercial Photography*	Graphic Design and Photography (aka Graphic Communications)
85	Graphic Design and Photography	Photography	Graphic Design and Photography (aka Graphic Communications)
86	Graphic Design and Photography	Printing Technology*	Graphic Design and Photography (aka Graphic Communications)
87	Health and Wellness	Counseling/Marriage Family Therapist (MFT)	Mental Health Counseling
88	Health and Wellness	Health Services Director/Health Services Coordinator/College Nurse	Health Services Nurse
89	Health Information Technology/Cancer Information Management	Health Information Technology*	Health Information Technology/Cancer Information Management
90	History/Geography	Geography	Geography
91	History/Geography	History	History

Line	Department	Discipline	Faculty Service Area (FSA)
92	Journalism	Journalism	Journalism
93	Journalism	Mass Communication	Journalism
94	Learning Resource Center/Tutorial	Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators	Learning Assistance Instruction
95	Library	Library Science	Library
96	Marine Diving Technology	Marine Diving Technology*	Marine Diving Technology*
97	Marine Diving Technology	Welding*	Welding*
98	Mathematics	Mathematics	Mathematics
99	Medical Imaging Sciences	Diagnostic Medical Technology*	Radiographic and Imaging Sciences (aka Radiologic Technology)
100	Medical Imaging Sciences	Radiological Technology*	Radiographic and Imaging Sciences (aka Radiologic Technology)
101	Multimedia Arts and Technologies	Multimedia*	Multimedia Arts and Technology
102	Music	Music	Music
103	Music	Commercial Music	Commercial Music
104	Orfalea Early Learning Center	California Children's Center Permit (Title 5 Section 18168)	Children's Center
105	Parent Child Workshop	Parent Education: Noncredit	Parent Child Workshop
106	Philosophy	Philosophy	Philosophy
107	Physical Education, Health, Dance and Athletics	Dance	Dance
108	Physical Education, Health, Dance and Athletics	Kinesiology	Physical Education and Recreation
109	Physical Education, Health, Dance and Athletics	Physical Education	Physical Education and Recreation
110	Physics/Engineering	Engineering	Engineering
111	Physics/Engineering	Physics	Physics
112	Political Science/Economics	Economics	Economics

Line	Department	Discipline	Faculty Service Area (FSA)
113	Political Science/Economics	Political Science	Political Science
114	Professional Development Studies	Interdisciplinary Studies	Professional Development Studies
115	Psychology	Psychology	Psychology
116	School of Culinary Arts and Hotel Management	Culinary Arts/Food Technology*	Hotel, Restaurant, Culinary
117	School of Culinary Arts and Hotel Management	Hotel and Motel Services*	Hotel, Restaurant, Culinary
118	School of Culinary Arts and Hotel Management	Restaurant Management*	Hotel, Restaurant, Culinary
119	School of Justice Studies	Administration Of Justice*	Administration of Justice
120	School of Modern Languages	Foreign Languages	French
121	School of Modern Languages	Foreign Languages	German
122	School of Modern Languages	Foreign Languages	Italian
123	School of Modern Languages	Foreign Languages	Chinese
124	School of Modern Languages	Foreign Languages	Japanese
125	School of Modern Languages	Foreign Languages	Russian
126	School of Modern Languages	Foreign Languages	Spanish
127	School of Modern Languages	Foreign Languages	American Sign Language
128	Sociology/Anthropology/Archaeology	Anthropology	Anthropology
129	Sociology/Anthropology/Archaeology	Biology	Anthropology
130	Sociology/Anthropology/Archaeology	Linguistics	Anthropology
131	Sociology/Anthropology/Archaeology	Sociology	Sociology
132	Sociology/Anthropology/Archaeology	Archaeological Technology*	Archaeological Technology
133	Theatre Arts	Drama/Theatre Arts	Theatre Arts
134	Theatre Arts	Stagecraft*	Theatre Arts
135	Theatre Arts	Theatre Arts	Theatre Arts

Line	Department	Discipline	Faculty Service Area (FSA)
136	Transfer Center	Counseling	Counseling
137	Vocational Nursing	Licensed Vocational Nursing	Nursing, Health Promotion and Health Management
138	Water Science	Environmental Technologies*	Water Science

*This discipline does not require a master's degree.

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