APPLYING FOR A
LIMITED SUBJECT EQUIVALENCY

1. Fill out the application that is included with this set of instructions. Indicate the courses your department believes the candidate is qualified to teach and how the particular candidate has qualified to teach those courses. Keep the provisions of your Departmental Equivalency Policy in mind. If your department has not had such a policy approved by the Equivalency Committee, you will have to have such a policy approved by that committee before you can request any type of equivalency. Be specific on the qualifications, but be brief as well.

2. Have the members of your department vote on the request for endorsement. If the required number as listed on your Departmental Equivalency Policy approve, have those faculty members sign the request. Next have the department chair (or equivalent) and then have the division dean sign it. Finally, get the signature of an Equivalency Committee member.

3. Once the request has been approved by your department, obtain copies of the following documents, place them behind the request in the order listed below, remove these instructions, and send this equivalency package to the Equivalency Committee chair ready for duplication in the campus Production Department (i.e.-single sided, no staples, etc.).

- N/A
- YES
- SCCCD Application (must be current – less than 2 years)
- All college transcripts
- Resume/Vitae
- Character/reference letters
- Certifications, licenses, etc.
- Verification of employment on company letterhead
- Departmental Equivalency Policy (for reference purposes only)

4. If it is technically correct, it will go before the Equivalency Committee for consideration at the next available meeting. If it is not technically correct, it will be sent back to the department for changes. Make the changes and resubmit the request.

5. If the Equivalency Committee approves the request, the candidate will be granted limited subject equivalency immediately. If the Equivalency Committee does not approve the request, the candidate will not be granted limited subject equivalency.

6. In the event of a denial the Equivalency Committee’s decision can be appealed. Obtain a Candidate Equivalency Appeals Form and included set of instructions from any division office.
REQUEST FOR ENDORSEMENT OF A CANDIDATE FOR A
LIMITED SUBJECT EQUIVALENCY

Date: ______________

From (Chair): ____________________________ Extension: __________

Department: __________________________________________

Discipline(s): __________________________________________

Division: __________________________________________

Name of Candidate: ____________________________________

We believe that the candidate is qualified for a limited subject equivalency based on the Departmental Equivalency Policy and the attached documents.

Signature (Chair): _______________________________________

Signatures of faculty supporting this endorsement request:

_________________________________  ___________________________________

_________________________________  ___________________________________

_________________________________  ___________________________________

_________________________________  ___________________________________

Seen by the Division Dean. Signature: ________________________ Endorsed ☐

Equivalency committee member signature: ________________________

Action taken by the Equivalency Committee:

Request granted: __________ Request refused: __________

Rationale/Comments/Recommendations:

Equivalency Committee Chair ______________, Date: ________________________

October 2002
The candidate is limited to teaching the following course(s):

 Qualifications of the candidate:

<table>
<thead>
<tr>
<th>N/A</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>SCCCD Application (must be current – less than 2 years)</td>
</tr>
<tr>
<td>☐</td>
<td>All college transcripts</td>
</tr>
<tr>
<td>☐</td>
<td>Resume/Vitae</td>
</tr>
<tr>
<td>☐</td>
<td>Character/reference letters</td>
</tr>
<tr>
<td>☐</td>
<td>Certifications, licenses, etc.</td>
</tr>
<tr>
<td>☐</td>
<td>Verification of employment on company letterhead</td>
</tr>
<tr>
<td>☐</td>
<td>Departmental Equivalency Policy (for reference purposes only)</td>
</tr>
</tbody>
</table>

Please submit all forms to Equivalency Committee chair ready for duplication in the campus Production Department (i.e.-single sided, no staples, etc.).