

Book	Policies and Procedures
Section	Chapter 7 Human Resources
Title	Faculty Service Areas, Minimum Qualifications, and Equivalencies
Number	7211 Policy
Status	Active

This policy is in the process of being revised.

Please see [BP 5107 Competency Policy](#) on the Cabrillo Policy Archive webpage.

Last Modified by Tatiana Bachuretz on September 19, 2016

**Chapter Five: Human Resources**

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BP 5107

**Competency Policy**

Minimum qualifications and competency within a faculty service area (FSA) provide the basis to determine reassignment rights of more senior employees to be retained in areas in which they might not be employed at the time of layoff. A faculty member may qualify in any FSA in which he/she has met both minimum qualifications and District competency standards.

To be considered "competent" in a service area, one must meet minimum qualifications in the discipline and meet District criteria for competency in the FSA.

Cabrillo College competency criteria are:

1. Two semesters of satisfactory district employment in the service area,  
AND
2. In service areas demonstrating technological development that has produced significant change in the last 5 years, satisfactory District employment in the service area in the last 5 years OR 12 semester units of upper division or graduate level course work in the service area in the last 5 years OR equivalent work experience in the service area during the last 5 years. The equivalency of work experience will be determined by a committee composed of 2 administrators, one Division Dean selected by the Superintendent/President and two tenured faculty members selected by CCFT.

The FSAs requiring recency are:

Computer Applications and Business Technology (CABT)  
Computer Science  
Computer Information Systems  
Digital Media  
Engineering Technology  
Music Technology & Recording Arts  
Technical Theater

Subsequent requests for changes to the above list will be made through the collective bargaining process.

Adopted: February 4, 1991  
Revised: February 7, 2005  
Revised: May 3, 2010  
**Revised: December 5, 2011**