



AP 7127 Minimum Qualifications and Equivalencies for Non-Instructional Positions

References:

NWCCU Standard 2.F.3
ORS 341.535
OAR 589-008-0100 (Personnel Policies)
RCC Hiring Guide

Purpose

This procedure establishes a consistent and transparent process for evaluating minimum qualifications and determining equivalencies for non-instructional positions at the time of hire at Rogue Community College (RCC). It ensures fairness in hiring while maintaining the integrity of the qualifications required to perform essential job functions.

Definitions

Minimum qualifications refer to the education, experience, and certifications required for a position as outlined in the approved position description. Equivalency is a combination of education, training, and experience that provides the applicant with the necessary knowledge, skills, and abilities to perform the position's essential functions.

Procedure

Position announcements shall include the required minimum qualifications and specify whether an equivalent combination of education, training, and experience may be considered. Applicants must indicate on the application form whether they meet the minimum qualifications or seek consideration based on equivalency. Those requesting equivalency must provide a written rationale at the time of application and supporting documentation if requested by Human Resources at the time of hire.

The hiring manager and, if applicable, the search committee chair shall conduct an initial review of equivalency requests before forwarding them to Human Resources. The Chief Human Resources Officer (CHRO) or their designee shall evaluate the request and issue a decision prior to the applicant being offered a conditional offer of employment.

To support consistency in determining equivalencies, RCC applies the following structured equivalency standards for non-instructional positions:

Certificate	OR	<p>18 months of education, training, and experience comprised of a combination of the following:</p> <ol style="list-style-type: none"> 1. Directly related, progressively more responsible work experience in specified career field 2. Training or coursework in specified field of study.
Associates Degree	OR	<p>3 years of education, training, and experience comprised of a combination of the following:</p> <ol style="list-style-type: none"> 1. Directly related, progressively more responsible work experience in specified career field 2. Training or coursework in specified field of study.
Bachelor's Degree	OR	<p>6 years of education, training, and experience comprised of a combination of the following:</p> <ol style="list-style-type: none"> 1. Directly related, progressively more responsible work experience in specified career field 2. Training or coursework in specified field of study.
Master's Degree	OR	<p>A Bachelor's degree and 4 years of education, training, and experience comprised of a combination of the following:</p> <ol style="list-style-type: none"> 1. Directly related, progressively more responsible work experience in specified career field 2. Training or coursework in specified field of study.

NOTE: Time spent completing a degree does not count as both education and experience.

Human Resources shall maintain documentation of all equivalency determinations. This documentation is typically retained as part of the recruitment file in accordance with the college's recruitment and hiring records retention schedule. Each request shall be reviewed on a case-by-case basis, and an approved equivalency for one individual does not establish a precedent for future hiring decisions.

The search committee, hiring manager, and Human Resources are responsible for ensuring that equivalency is applied fairly and consistently. Search committees and hiring managers must refer candidates for equivalency review when needed, and Human Resources is responsible for making final determinations.



Rescinds Policy and Procedure Numbers: VI.B.010, AP-107

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