

September 1, 2022

To: Department Chairpersons  
From: James T. Eaton  
Associate Dean for Faculty and Administration  
Re: Degree Equivalencies and Waivers for Faculty Appointments



A number of situations arise each semester when departments wish to appoint in adjunct, substitute or regular faculty titles, individuals who do not have the standard educational requirements set forth in the Bylaws. For instance, a department may wish to appoint someone without a Ph.D. degree to a professorial title.

Recognizing that such appointments may on occasion be necessary or academically advantageous, the University has provided two avenues by which these appointments may be approved by the Board of Trustees. The purpose of this memorandum is to clarify both the degree requirements for the various faculty titles and the procedures for obtaining approval for appointments with (1) a Degree Equivalency or with (2) a Waiver of the University policy if the standard requirements are not met.

**I. Minimum Educational Requirements**

The Board of Trustees has delegated to the Chancellor the authority to establish minimum qualifications and duties for instructional staff titles other than those contained in Article XI of the Bylaws. As the chancellor's designee, Vice Chancellor Waters issued a "Code of Practice Regarding Instructional Staff Titles: Title Descriptions and Minimum Qualifications," dated August 27, 2012. The following is a quick guide to the educational qualifications related to the various faculty ranks:

Professorial titles	Ph.D.
Instructor	Master's (or active progress toward a doctorate)
Lecturer	Bachelor's
Distinguished professors	Ph.D.
Visiting professors	Ph.D.
Adjunct titles	Same as above

**II. Degree Equivalencies**

The Bylaws (Section 11.5) set forth circumstances in which experience, achievement or advanced degrees other than the Ph.D. (Doctor of Philosophy) may be accepted in lieu of the normal degree requirement.

The Chancellor maintains a list of established equivalent degrees specific to various fields. As stated in the Bylaws, “In the evaluation and interpretation of equivalencies there must be a direct and specific relationship between the discipline represented and the field in which the candidate is to serve.” This list is attached at the end of this packet.

If you wish to recommend an appointment with a degree equivalency, send a written request, along with supporting documentation, to the Provost’s Office for Faculty and Administration via e-mail to [pofa@brooklyn.cuny.edu](mailto:pofa@brooklyn.cuny.edu). An example of such a request is found in this packet.

If the equivalency is deemed appropriate, the Associate Dean for Faculty and Administration issues an official declaration of equivalency, informing both the department chairperson and Human Resource Services.

### **III. Waiver of Degree Requirements**

If a candidate for appointment or promotion does not meet the minimum educational requisite set forth by the Chancellor, and a degree equivalency is also not appropriate, a *waiver* of the university policy must be requested.

Waivers are necessary in the following categories: (a) for candidates whose scholarly or creative achievement represents the equivalent of work that would have earned a Ph.D.; and (b) for candidates whose work has been done in fields in which the Ph.D. is not ordinarily awarded and for which no equivalency has been established by the Chancellor.

To request a Waiver of the degree requirements, send a written request, along with all supporting documentation and letters of recommendation, to the Provost’s Office for Faculty and Administration via e-mail to [pofa@brooklyn.cuny.edu](mailto:pofa@brooklyn.cuny.edu). An example of such a request is found in this packet.

If this recommendation is endorsed by the School Dean and the Provost, the Associate Dean for Faculty and Administration will send an official letter of request to the Office of the Executive Vice Chancellor and University Provost. The waiver request will be reviewed by the executive vice chancellor and/or the Board of Trustees for approval.

# Equivalency & Waiver Checklist

## I. Degree Equivalency Request

Letter of Request

- Specify the exact requirement for which the degree equivalency is requested (faculty rank and appointment type, appointment period, and degree requirement).
- Describe the candidate's degrees, experience (professional and teaching), and other specialized qualities. Explain how these will satisfy the equivalency requirements set forth in Section 11.8.

Current Standard Curriculum Vitae

- The C.V. should clearly describe the candidate's educational and professional background and achievements, including dates.
- If applicable, a description of previous service at CUNY Colleges with specific dates and faculty rank.

## II. Waiver Request

Letter of Request

- Specify the exact requirement for which the waiver is requested (faculty rank, appointment type, appointment period and degree requirement).
- Describe the candidate's degrees, experience (professional and teaching), and other specialized qualities. Explain how these will satisfy the needs of the College and the benefits that the College anticipates receiving as a result of the candidate's appointment.
- Include a statement signifying that the candidacy has been endorsed by the relevant department and, if possible, specifying the vote of the department personnel committee.

Current Standard Curriculum Vitae

- The C.V. should clearly describe the candidate's educational and professional background and achievements, including dates.
- If applicable, a description of previous service at CUNY Colleges with specific dates and faculty rank.

Letter of Recommendation


- Three letters of recommendation from experts in the candidate's field, outside of Brooklyn College and preferably outside the University.

# Equivalency Request Example

## Memo Header Info

Date: October 20, 2022

To: James T. Eaton  
Associate Dean for Faculty and Administration

From: Regina Liebowitz   
Chair, Department of Philosophy

Re: Request for Ph.D. Equivalency – Margaret Carducci

---

## Appointment Info

I am writing to request an equivalency for the Ph.D. degree for Margaret Carducci who has been selected by the department's Appointments Committee to serve as an adjunct assistant professor in Spring 2023 to teach course related to the philosophy of law and ethics.

## Summary of Education and Accomplishments

Ms. Carducci received a Juris Doctor (J.D.) degree from the University of Colorado Law School and has been admitted to the bar in Colorado (2001) and New York (2005). She also received a master's (M.A.) degree in philosophy from the University of Connecticut in 1998. Ms. Carducci has college-level teaching experience at Queens College and Marymount Manhattan College.

## Statement of Qualifications

Ms. Carducci's degrees, training and experience are appropriate for her responsibilities as an adjunct assistant professor in the Department of Philosophy.

I have enclosed a copy of her C.V. for your information.

# Waiver Request Example

## Memo Header Info

Date: October 20, 2022

To: James T. Eaton  
Associate Dean for Faculty and Administration

From: George Albee *GA*  
Chair, Department of Political Science

Re: Request for Waiver of the Ph.D. – Nicholas McLaughlin

---

## Appointment Info

I am writing to request a waiver of the Ph.D. requirement for Nicholas McLaughlin who was selected by the appointments committee to serve as a substitute associate professor in Fall 2015. Mr. McLaughlin will teach courses related to public policy administration and American party politics.

## Summary of Education and Accomplishments

Mr. McLaughlin received a M.S. degree in Library Science from the University of Texas at Austin in 1973 and a M.A. degree in Political Science with a focus on American government from Columbia University in 1982. In addition to his education, Mr. McLaughlin has extensive experience in government in politics. He began his career as a legislative aide in 1974 and has since been a key advisor to six gubernatorial campaigns and twelve congressional campaigns; he was the policy director for the New Jersey Republican Party from 1988 to 1991; and he has served as the chief-of-staff for NYC Mayor Michael Bloomberg for the last three years.

Mr. McLaughlin is an accomplished author and political scholar as reflected by his C.V. For his work in campaign finance reform, he was awarded the Arthur G. Norbert prize in 2005. Moreover, he has extensive teaching experience as an adjunct professor at Rutgers University and visiting scholar at Exeter University.

## Closing: What will they bring to Brooklyn College?

As his letters of recommendation suggest, Mr. McLaughlin will bring to Brooklyn College the distinction of a sustained career in politics and public policy administration as well as a broad set of experiences as a teacher and lecturer. His vast experience and scholarship make him well qualified for the rank of associate professor.

Enclosed you will find a copy of his C.V. and three letters of recommendation.

**REVISED February 17, 2010**

**Degrees in Specific Fields That CUNY Colleges May Accept in Lieu of the Ph.D.  
Academic Year 2009-10**

**Explanation**

On November 23, 2009, the CUNY Board of Trustees approved a Bylaw amendment to Section 11.8 on Equivalencies. This section set forth degrees that are considered to be equivalent to the Ph.D. degree required for appointment to professorial titles. The Bylaw was amended because the original section on equivalencies was outdated, in that there are new terminal degrees in some fields, as well as professional doctorates which may be equivalent to the Ph.D. degree. In addition, the original section does not include the credentials required in some fields, such as journalism, where CUNY has new or expanded programs.

In order to avoid having to amend this Bylaw section every time there is a change in a degree requirement, the new language provides that, in cases where the Ph.D. is not the terminal degree in the field, the Executive Vice Chancellor and University Provost will prepare and circulate to the colleges a list of credentials that the university finds are equivalent to the Ph.D. degree. Having this up-to-date list of equivalencies will streamline the hiring process by taking account of changes in academic and professional credentials over time and will reduce the number of Bylaw waivers needed because there is no Bylaw equivalency.

The table below specifies the degrees in particular disciplines that CUNY colleges may accept in lieu of the Ph.D. for the Academic Year 2009-10. The list will be updated regularly as needed and posted on the CUNY Website. If candidates are hired in the fields listed below with the degrees that are specified, colleges do not need to seek Central Office review of the equivalency.

<b>Fields</b>	<b>Degree</b>	<b>Other Requirements</b>
Accounting		An appropriate master's degree and certification in public accounting.
Allied Medical and Health Sciences		An appropriate master's degree, professional licensure, registration or certification, and appropriate specialized experiences.
Architecture		An appropriate master's degree and a license as a registered architect.
Art (studio); Music (performance); Theater (performance and production); Dance; Film, Radio and Television and Other New Media (production); Creative Writing; Other Creative Fields	m.f.a.; m.p.s.	In lieu of an m.f.a./m.p.s., a bachelor's degree along with experience and achievements which are deemed appropriate.
Audiology	au.d.	

Business Administration	d.b.a	
Chiropractic	d.c.	Licensure as a chiropractor.
Dentistry	d.d.s., d.m.d.	License to practice
Design	d.des.	
Education (and related fields)	ed.d.	
Engineering	d.eng/d.e.sc/d.e.s.	In lieu of a doctoral degree, an appropriate master's degree and a license as a professional engineer in New York State or a state with reciprocal agreements [contact CUNY's Office of Academic Affairs in other cases].
Fine Arts	d.f.a.	For studio art, see Art.
Industrial Technology	d.i.t.	In lieu of a doctoral degree, an appropriate master's degree, experience directly related to the field, and recognized contributions to the field.
Journalism		Master's degree in journalism or in a field relevant to the person's professional work, and contributions to the field.
Jurisprudence (and related fields)	j.d., ll.b., s.j.d., ll.d. [doctor of laws]	Admission to the bar.
Library	d.l.s.	In lieu of a doctoral degree, a Master's in library science (m.l.s.) together with a second master's degree in a subject matter area.
Medicine (and related fields)	m.d.	License to practice
Music	mus.d., d.m.a., d.m.e.	For music performance, see Art.
Modern Language	d.m.l.	
Nursing	d.n.p./d.n.s	In lieu of a doctoral degree, appropriate master's degree and appropriate specialized experience; licensure as a registered nurse.
Nutrition		In lieu of a doctoral degree, appropriate master's degree, certification as dietitian or nutritionist and appropriate specialized experience.
Optometry	o.d.	License to practice
Osteopathic Medicine	d.o.	License to practice
Pharmacy	d.pharm.	
Physical Education	d.p.e.	

Physical Therapy	d.p.t.	
Psychology	psy.d.	
Public Administration	d.p.a.	
Public Health	d.p.h.	
Social Work	d.s.w.	
Science	d.sc./sc.d.	
Veterinary Medicine	d.v.m., d.sc. in v.m.	