

## **Policies and Procedures for Senior Lecturer Appointments (Revised October 2006)**

### **General Appointment Information**

Some important highlights from the University Faculty Personnel Policies and Procedures are summarized as follows:

- qualifications for a Senior Lecturer appointment are described in Section 3.1.3.2 of the *Faculty Handbook* as “a Senior Lecturer, in addition to meeting the qualifications for appointment as a Lecturer, shall at a minimum have: (a) nine years of full-time service as a Lecturer at the University, or equivalent academic experience; (b) a record of superior teaching and demonstrable high competence; (c) a record of outstanding service;”
- the standard academic year course load for newly appointed senior lecturers is seven courses;
- the standard appointment is for the academic year and begins September 1;
- a faculty member with an academic year appointment is expected to teach at least one course each quarter (fall, winter, and spring) (course clustering procedures are discussed in the University Policy on Flexible Course Scheduling, Section 3.6.3.1 of the *Faculty Handbook*);
- the annual salary is paid in 24 equal semi-monthly installments beginning September 1 and ending the following August 31;
- each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- eligibility for benefits is determined in accordance with the terms of the appointment, section 3.8.2 of the *Faculty Handbook* and other applicable University policies and procedures;
- senior lecturers are subject to the limitations on consulting and other paid professional activities specified in section 3.7.4.3 of the *Faculty Handbook*.
- Senior lecturers are eligible for sabbatical and personal leaves as specified in section 3.7.3 in the *Faculty Handbook*.
- Annual evaluations will occur for the first three years and then evaluations will be on three year cycles.
- offer letters are prepared by the Dean’s Office and letters of appointment for senior lecturers are issued from the Provost’s Office and signed by the provost

### **Duties, Functions, and Expectations** (see Section 3.6.3 of the *Faculty Handbook* for details)

#### 1. Teaching

- a. Teach courses as assigned. The full-time teaching load for senior lecturers is seven courses. Teaching a course typically includes developing syllabi, assignments, readings, and course

- schedule before the course begins; developing appropriate teaching preparations for each class meeting; selecting course materials and ordering books; conducting and appearing on-time for all scheduled class meetings; submitting course grades by quarterly deadlines; and administering all required course evaluations.
- b. Use appropriate measures of student performance, provide timely feedback to students, and assign grades that are an accurate and fair evaluation of student work;
  - c. Post and maintain regular office hours at times reasonably convenient for students;
  - d. Demonstrate a command of the discipline and skill in presenting it effectively;
  - e. Serve as an advisor to assigned students providing informed advice;
  - f. Develop courses for which they are responsible and contribute to general curriculum development.
2. Professional activity
    - a. In support of teaching excellence, professional activity should be maintained including attending professional conferences, presentations at professional conferences, or occasional publications related to the discipline and/or pedagogy.
  3. Service
    - a. Service at the department, College, and University level including: attending faculty meetings or other appropriate department gatherings and participating constructively; serving on committees; participating in student recruitment and retention activities as deemed appropriate by the department chair or department culture; participating in professional organizations and activities; and performing community service in virtue of their professional expertise and association with the University.

### **Senior Lecturer Appointment Process**

The process for appointment to Senior Lecturer begins with an application from the candidate and an evaluation from the department chair. The file is reviewed by the dean, who adds an evaluation and recommendation. The recommendation of the dean will be based on extraordinary teaching performance as well as on resource availability. The Provost makes the final decision about appointment to Senior Lecturer. The timetable outlined below should be followed:

- October 15: Chair verifies with the dean's office if the candidate is eligible to apply for appointment to senior lecturer and if resources are available.
- November 1: The candidate provides the department chair with a letter of application for promotion and a supporting file. The supporting file must contain: a (1) a CV; (2) a personal statement; (3) evidence of extraordinary teaching; and (4) evidence of outstanding service. Candidates might follow the sub-categorizations of the *Faculty Activities Report* as a checklist of the kinds of evidence to present.
- December 15: The senior faculty of the department review the candidate's file. The senior faculty meet to discuss the candidate's file. The chair writes a letter to the dean that summarizes the meeting of the senior faculty and recommends for or against the appointment. The candidate's application letter, supporting file, and the chair's letter are forwarded to the dean.
- February 1: The dean reviews and evaluates the candidate's application letter, supporting file, and the chair's letter, and sends a recommendation for or against the appointment to the Provost, along with the entire package of materials provided by the department.

**Other Appointment Details**

***Evaluation.*** Senior lecturers must be evaluated in writing on a regular basis (3.3 *Faculty Handbook*). In the College, senior lecturers complete an annual written evaluation for each year of the first three years of their appointment as a senior lecturer and transition to a three-year evaluation cycle. For more details, see section on College Policies and Procedures for Faculty Evaluation.

***Supplemental Assignments.*** Senior lecturers may have supplemental assignments to their academic year appointment (e.g., summer session courses, course releases for school programs, or overloads) and such assignments are described in a separate supplemental assignment letter. For more details, see section on College Policies and Procedures for Supplemental Assignments.

## **Guidelines for Renewable Term Lecturer Recruitment and Appointment (Established 2006)**

### **General Information**

Within the College of Arts and Sciences, the guidelines for renewable term lecturer appointments are as follows:

- renewable term lecturers must have a terminal degree or equivalent academic and professional experience. The appropriate terminal degree or the equivalent combination of academic and professional experience will be recommended by the hiring department and approved by the dean;
- the standard, full-time faculty appointment carries a seven course load (*Faculty Handbook*, 3.6.3.1). Any load less than seven is considered less than 100% full-time equivalency. For example, a six course load is 86% full-time equivalency (6 courses / 7 courses = 0.86 FTE);
- renewable term lecturer appointments have a seven course load unless there is an programmatic need for only a five or six course load;
- a faculty member with an academic year appointment must teach at least one course each quarter (fall, winter, and spring);
- the standard appointment is for the academic year and begins on September 1;
- the annual salary is paid in 24 equal semi-monthly installments beginning September 1 and ending the following August 31;
- the initial term for a renewable term lecturer position is three years;
- after the initial three year term, the position may be renewed for an additional three years based on excellent performance, availability of funds, and programmatic need;
- after six years; the position may be renewed every six years based on excellent performance, availability of funds, and programmatic need;
- each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- eligibility for benefits is determined in accordance with the terms of the appointment, section 3.8.2 of the *Faculty Handbook* and other applicable University policies and procedures;
- the established timelines for notification of non-reappointment (*Faculty Handbook*, 3.5.3.3) must be followed [Specifically, the *Faculty Handbook* states “the University may elect not to reappoint a non-tenure-track faculty member who holds an appointment with a term of more than one year, even when that term includes one or more additional years beyond the effective date of non-reappointment, provided written notice of the decision not to reappoint is given at least three months before the end of the terminal academic year. Such decisions may be made based on performance, availability of funds, or programmatic need.” This provision applies regardless of full-time equivalency;

- the provost will make the final renewal decision based on the recommendation of the dean and the department, as well as a consideration of performance, programmatic need, and availability of funding;
- offer letters are prepared by the Dean's Office and letters of appointment for all lecturers are issued from the Provost's Office and signed by the provost;
- faculty in renewable term lecturer positions are subject to the limitations on consulting and other paid professional activities specified in section 3.7.4.3 of the *Faculty Handbook*. [Specifically, "since the acceptance of a full-time appointment at Santa Clara University involves a commitment that is full-time in the most inclusive sense (3.6.2), full-time faculty must have the written approval of the dean and provost before accepting a teaching appointment at another educational institution during the period of service specified in the Letter of Appointment."]

### **Duties, Functions, and Expectations**

Faculty with renewable term appointments are expected to be engaged members of the Santa Clara community. Within the College, the teaching duties and functions of all renewable term lecturers are assigned as those described in the *Faculty Handbook* for all full-time faculty (section 3.6.3.1). Specifically, all renewable term lecturers are required to perform the specific functions related to teaching, professional activity and service including but not limited to:

1. Teaching
  - a. Teach courses as assigned. The full-time teaching load for renewable term lecturers is seven courses. Teaching a course typically includes developing syllabi, assignments, readings, and course schedule before the course begins; developing appropriate teaching preparations for each class meeting; selecting course materials and ordering books; conducting and appearing on-time for all scheduled class meetings; submitting course grades by quarterly deadlines; and administering all required course evaluations.
  - b. Use appropriate measures of student performance, provide timely feedback to students, and assign grades that are an accurate and fair evaluation of student work;
  - c. Post and maintain regular office hours at times reasonably convenient for students;
  - d. Demonstrate a command of the discipline and skill in presenting it effectively;
  - e. Serve as an advisor to assigned students providing informed advice;
  - f. Develop courses for which they are responsible and contribute to general curriculum development.
2. Professional activity
  - a. In support of teaching excellence, professional activity should be maintained including attending professional conferences, presentations at professional conferences, or occasional publications related to the discipline and/or pedagogy.
3. Service
  - a. Service at the department, College, and University level including: attending faculty meetings or other appropriate department gatherings and participating constructively; serving on committees; participating in student recruitment and retention activities as deemed appropriate by the department chair or department culture; participating in professional organizations and activities; and performing community service in virtue of their professional expertise and association with the University.

## Initial Search and Hiring Processes

The process for hiring renewable term lecturers is as follows:

**Position Approval.** The dean, weighing persistent programmatic needs and the availability of financial resources, in consultation with the department chair, will authorize renewable term lecturer positions. As determined by the dean, persistent programmatic need for the position is established by a thorough review of course sections regularly taught by non-continuing faculty that are **not** the result of leaves (sabbatical, medical, personal, etc.), phased retirements, reduced loads, or course releases (administrative, etc.) associated with regular faculty and senior lecturers.

**Qualifications.** Candidates for renewable term lecturer positions must have a terminal degree or equivalent academic and professional experience.

**Search Procedures.** All procedures for renewable term lecturer hiring must include the following:

- a. A rigorous, national search must be conducted such that an inclusive recruitment plan is developed and executed; the position is advertised in national, professional venues; affirmative action hiring procedures are followed; and a strong applicant pool is developed that typically results in at least three well-qualified candidates to be recommended for an on-campus interview.
- b. The recruitment plan including advertisement for the position with qualifications must be approved by an associate or assistant dean. The advertisement must include a specific application deadline, current AA/EEO language, and Clery Act information. Each advertisement must also reference SCU as a Jesuit Catholic university.
- c.
- d. In addition to placement of an advertisement in a national, professional venue, the position announcement must be posted on the Human Resources website for at least **ten** business days.
- e. The department must include attention to the diversity goals of the University and College as part of a recruitment plan.
- f. The campus interview list must be reviewed and approved by an associate or assistant dean before the candidates are invited to campus. The list, with justification and CVs, must be provided to the associate or assistant dean for consideration and approval.
- g. All finalists must be interviewed by an associate or assistant dean. The associate or assistant dean will provide basic information about the College and University, an overview of benefits, housing availability, a review of the current salary scale, and discussion of moving reimbursement needs. The candidate will also complete a job application that will include providing information needed for salary step calculations.
- h. After the department has ranked the candidates and identified the finalist, the department chair must communicate the ranking to the associate or assistant dean and provide the salary step calculation so that the offer can be prepared.

***Hiring Procedures.***

- a. With the approval of the associate or assistant dean, the Dean's Office will prepare the offer letter. The offer letter will be mailed to the candidate. The department chair will also receive a copy of the offer and can extend an oral offer at that time.
- b. Once the signed offer letter is received by the Dean's Office, the department will be notified and asked to assemble and send to the Dean's Office the following materials before the official letter of appointment can be issued by the Provost's Office:
  - i. Recommendation for Appointment to the Faculty form
  - ii. Departmental recommendation describing the specific role of the candidate in the department, assessing the potential of the candidate in terms of teaching and service
  - iii. Copy of the announcement of position vacancy
- c. The Provost's Office issues the letter of appointment and completes the hiring process.
- d. Renewable term lecturer appointments should be completed no later than June 1.

**Evaluation**

In the College, all renewable term lecturers must be evaluated in writing annually *during the first six years*. Each faculty member should submit a faculty activities report for renewable term lecturers by October 1 of each year. The annual evaluation is conducted each fall with final evaluation letters due February 1. After six years and a second decision to renew the position, renewable term lecturers will be evaluated on three year cycles with a decision to renew or not every six years. A renewable term lecturer may be evaluated annually as determined by the dean in consultation with the department chair.

Each evaluation letter should contain the following:

- 1) Each annual evaluation letter should be no more than 4 pages.
- 2) Each letter must state the time period being evaluated. For annual evaluations, the dates would correspond to September 1 to August 31 of the following year.
- 3) The letter must state the weightings used for teaching (70%), professional activity (15%), and service (15%).
- 4) Each letter must describe the process of collegial consultation the chair used in preparing the evaluation. Faculty involved in the evaluation process must be identified, as well as, the associate dean consulted.
- 5) The following must be included in discussions of teaching (1 page):
  - summary of numeric evaluation scores with a context discussion based on relevant comparison groups such as lower division courses in the department or area;
  - representative narrative evaluation comments with a context discussion based on relevant comparison groups such as lower division courses in the department or area;
  - number of advisees and quality of advising and mentoring;

- highlights of other activities to provide support for the overall teaching evaluation such as evidence of teaching effectiveness, leadership in curriculum development or activities mentoring students on scholarly projects.
- 6) The following must be included in discussions of professional activity (0.5 - 1 page):
- summary of presentations, publications or scholarly works including a discussion of the quality of the work evaluation based on reading publications, quality of venue, and/or reviewers comments) and contribution to the discipline, a brief description of contribution for co-authored work with disciplinary context, and a clear explanation of the credit awarded in the evaluation for a publication (for example, some departments give full credit when a paper is accepted and others given full credit when the paper is in print;
  - highlights of other activities to provide support for the overall professional activity evaluation such as on-going projects and long term plans.
- 7) The following must be included in discussions of service (0.5-1 page):
- highlights of department, College, University and professional service activities and a discussion of the quality of service contributions.
- 8) The chair must include a statement to the effect that meeting or exceeding expectations in the departmental evaluation are independent of any considerations regarding renewal of the position such as “favorable evaluations and optimistic projections do not bind the University to renew the position.”
- 9) The letter must state that the faculty member may provide a written response to the evaluation and such response shall become part of the faculty member’s personnel file (section 3.3 Faculty Handbook). The letter must also state that the faculty member may appeal the evaluation following the procedure outlined in the College Policy on Faculty Appeal of Evaluation.
- 10) The chair must state the intention to recommend one of the following:
- that the faculty member should be appointed for the appropriate number and type of year (e.g., "second year of three year term")
  - that the faculty member should not be reappointed and the faculty member be issued a terminal-year contract as required;
- 11) For faculty currently up for renewal, the chair must omit a statement about her or his recommendation for the next academic year, but must indicate that the recommendation depends on a review by the chair and the tenured faculty of the department to determine the faculty member's progress toward earning another renewable term. The chair must also indicate when that review will take place during the current academic year and what information the faculty member needs to supply in preparation for that review.
- 12) In addition to the chair, all members of the evaluation committee must sign the letters of evaluation.

### **Renewal Procedures**

In the third year of the initial term, the annual evaluation must be completed. In the spring of the third year, the department will conduct a review that will result in a letter that includes a recommendation to renew or not renew for another three-year or six-year term based on performance and continued

programmatic need. The renewal recommendation is due by May 15. In all renewal cases, the provost will make the final renewal decision based on the recommendation of the dean and the department, as well as a consideration of performance, programmatic need, and availability of funding.

It is suggested that the following sequence of events be observed in order to provide ample time for the candidate to assemble materials and the review process to be completed.

- 1) Chair notifies the candidate of the process at least six weeks prior to the beginning of the quarter during which the review is to occur.
- 2) Candidate submits materials, including a personal statement about his or her teaching, professional activity, and service, curriculum vitae, and backup materials in the second week of the quarter.
- 3) Tenured faculty and senior lecturers complete their review and deliberations by the fifth week.
- 4) Chair consults with dean and the provost on tentative results of the review by the sixth week.
- 5) Chair completes the final version of renewal review letter, signed by all tenured faculty and senior lecturers in the department, and provides it to the dean no later than May 15.
- 6) The dean and provost meet to review the case and departmental recommendation and prepare a notification of renewal to be transmitted to the candidate no later than May 31.
- 7) If the decision is not to renew, the lecturer is eligible for a terminal year.

### **Other Appointment Details**

***Relocation.*** Relocation expenses will be reimbursed in accordance with University Relocation Guidelines.

***Professional Development Grants.*** Renewable term lecturers are eligible to apply for professional development grants from the Dean's Office. Grants of up to \$500 are typically available and one grant is allowed per year of employment (see College Policy and Procedures on Moving Expense Reimbursement, Professional Development Grants and Start-Up funds).

***Supplemental Assignments.*** Renewable term lecturers may have supplemental assignments to their academic year appointment (e.g., summer session courses, course releases for school programs, or overloads) and such assignments are described in a separate supplemental assignment letter.

***Orientation.*** Once the academic year begins, departments should implement an orientation process appropriate to the terms of the appointment. In particular, issues related to departmental grading standards and academic policies should be reviewed.

## **Guidelines for Fixed Term Lecturer Recruitment and Appointment (Revised October 2006)**

### **General Information**

Within the College of Arts and Sciences, the guidelines for fixed term lecturer appointments are as follows:

- fixed term lecturers must have a terminal degree or equivalent academic and professional experience. The appropriate terminal degree or the equivalent combination of academic and professional experience will be recommended by the hiring department and approved by the dean;
- the standard, full-time fixed term lecturer appointment carries a nine course load. Any load less than nine is considered less than 100% full-time equivalency. For example, a seven course load is 78% full-time equivalency (7 courses / 9 courses = 0.78 FTE);
- fixed term lecturer appointments can have course loads of nine (100%), eight (89%), seven (78%), six (67%), or five (56%) courses;
- a faculty member with an academic year appointment must teach at least one course each quarter (fall, winter, and spring);
- the standard appointment is for the academic year and begins on September 1;
- the annual salary is paid in 24 equal semi-monthly installments beginning September 1 and ending the following August 31;
- each appointment is for a fixed term of not more than *two* years;
- *fixed term positions will not be re-authorized for more than six years without a review to determine if there is persistent programmatic need such that a renewable term position may be authorized;*
- each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- eligibility for benefits is determined in accordance with the terms of the appointment, section 3.8.2 of the *Faculty Handbook* and other applicable University policies and procedures;
- the established timelines for notification of non-reappointment (*Faculty Handbook*, 3.5.3.3) must be followed [Specifically, the *Faculty Handbook* states “the University may elect not to reappoint a non-tenure-track faculty member who holds an appointment with a term of more than one year, even when that term includes one or more additional years beyond the effective date of non-reappointment, provided written notice of the decision not to reappoint is given at least three months before the end of the terminal academic year. Such decisions may be made based on performance, availability of funds, or programmatic need.” This provision applies regardless of full-time equivalency;
- offer letters are prepared by the Dean’s Office and letters of appointment for all lecturers are issued from the Provost’s Office and signed by the provost.

## Duties, Functions, and Expectations

Faculty with a fixed term lecturer appointments are expected to be engaged members of the Santa Clara community. Within the College, the teaching duties and functions of all fixed term lecturers are assigned as those described in the *Faculty Handbook* for all full-time faculty (section 3.6.3.1). Specifically, all fixed term lecturers are required to perform the specific functions related to teaching including but not limited to:

1. Teaching
  - a. Teach courses as assigned. The full-time teaching load for fixed term lecturers is nine courses. Teaching a course typically includes developing syllabi, assignments, readings, and course schedule before the course begins; developing appropriate teaching preparations for each class meeting; selecting course materials and ordering books; conducting and appearing on-time for all scheduled class meetings; submitting course grades by quarterly deadlines; and administering all required course evaluations.
  - b. Use appropriate measures of student performance, provide timely feedback to students, and assign grades that are an accurate and fair evaluation of student work;
  - c. Post and maintain regular office hours at times reasonably convenient for students;
  - d. Demonstrate a command of the discipline and skill in presenting it effectively;
  - e. Serve as an advisor to assigned students providing informed advice;
  - f. Develop courses for which they are responsible and contribute to general curriculum development.
2. Service
  - a. Service at the department, College, and University level including: attending faculty meetings or other appropriate department gatherings and participating constructively; serving on committees; participating in student recruitment and retention activities as deemed appropriate by the department chair or department culture; participating in professional organizations and activities; and performing community service in virtue of their professional expertise and association with the University.

## Search and Hiring Processes

The process for hiring fixed term lecturers is as follows:

**Position Approval.** Each spring, the dean, weighing departmental needs and the availability of financial resources, in consultation with the department chair, will authorize fixed term lecturer positions specifying course load (9, 8, 7, 6, or 5) and term (1 or 2 years) associated with the position. *Fixed term lecturer positions are primarily used as leave, phased-retirement, reduced load, and course release replacements for regular faculty and senior lecturers. Occasionally, a fixed term lecturer position may be authorized due to unplanned vacancies in regular faculty line or to address temporary enrollment fluctuations.*

**Qualifications.** Candidates for renewable term lecturer positions must have a terminal degree or equivalent academic and professional experience. The appropriate terminal degree or the equivalent combination of academic and professional experience will be recommended by the hiring department and approved by the associate dean as part of the advertisement for the position (*search procedure a*).

**Search Procedures.** Beginning in 2003, all departments (and programs) must follow departmentally established faculty hiring procedures that have been approved by the dean. The approved departmental

search and hiring procedures must be followed for all positions. Departments who wish to further modify their searches should consult with the Dean's Office. All procedures for fixed term lecturer hiring must include the following:

- a. Searches for fixed term lecturers may be regional in focus. The advertisement for the position must be approved by an associate or assistant Dean and, at a minimum, must be posted on the Human Resources website for at least *ten* business days. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters as described in departmental hiring procedures. The advertisement must include a specific application deadline, current AA/EEO language, and Clery Act information. Each advertisement must also reference SCU as a Jesuit Catholic university.
- b.
- c. The department must include attention to the diversity goals of the University and College as part of a recruitment plan.
- d. The campus interview list must be reviewed and approved by an associate or assistant dean before the candidates are invited to campus. The list, with justification and CVs, must be provided to the associate or assistant dean for consideration and approval.
- e. All finalists must be interviewed by an associate or assistant dean. The associate or assistant dean will provide basic information about the College and University, an overview of benefits, housing availability, a review of the current salary scale, and discussion of moving reimbursement needs. The candidate will also complete a job application that will include providing information needed for salary step calculations.
- f. After the department has ranked the candidates and identified the finalist, the department chair must communicate the ranking to the associate or assistant dean and provide the salary step calculation so that the offer can be prepared. Sending another copy of the CV will most likely facilitate the process.

### ***Hiring Procedures.***

- g. With the approval of the associate or assistant dean, the assistant to the dean will prepare the offer letter. The offer letter will be mailed to the candidate. The department chair will also receive a copy of the offer and can extend an oral offer at that time.
- h. Once the signed offer letter is received by the Dean's Office, the department will be notified and asked to assemble and send to the Dean's Office the following materials before the official letter of appointment can be issued by the Provost's Office:
  - i. Recommendation for Appointment to the Faculty form
  - ii. Departmental recommendation describing the specific role of the candidate in the department, assessing the potential of the candidate in terms of teaching, scholarly activities, and service
  - iii. Copy of the announcement of position vacancy
- i. The Provost's Office issues the letter of appointment and completes the hiring process.
- j. Fixed term lecturer appointments should be completed no later than June 1.

## Other Appointment Details

**Relocation.** Relocation expenses will be reimbursed in accordance with University Relocation Guidelines.

**Professional Development Grants.** Fixed term lecturers are eligible to apply for professional development grants from the Dean's Office. Grants of up to \$250 are typically available and one grant is allowed per year of employment (see College Policy and Procedures on Moving Expense Reimbursement, Professional Development Grants and Start-Up funds).

**Supplemental Assignments.** Fixed term lecturers may have supplemental assignments to their academic year appointment (e.g., summer session courses, course releases for school programs, or overloads) and such assignments are described in a separate supplemental assignment letter.

**Orientation.** Once the academic year begins, departments should implement an orientation process appropriate to the terms of the appointment. In particular, issues related to departmental grading standards and academic policies should be reviewed.

**Evaluation.** If a faculty member is on a one-year appointment, an annual evaluation is not required. If a faculty member is on a two-year appointment, deadlines for notification of non-reappointment (3.5.3.3 *Faculty Handbook*) must be followed. An evaluation letter is due no later than **March 1** of the first year and must include a recommendation for reappointment. An evaluation letter is not required in the second year. Departments may determine their own process for such evaluation with approval of the dean.

**Subsequent Positions.** As part of the annual November Planning process, fixed term lecturer positions are reviewed by the dean. New positions may be authorized based on need and resource availability. The approved departmental search and hiring procedures must be followed for all positions.

## **Policies and Procedures for Quarterly Part-Time Lecturer Recruitment and Appointment (Revised October 2006)**

### **General Information**

Some important highlights from the University Faculty Personnel Policies and Procedures are summarized as follows:

- each appointment is for one quarter at a time;
- total course load shall not exceed three courses per quarter (but the College will maintain a limit of two);
- total course load for the academic year may vary but the College is limiting the total load to a maximum of 4 courses;
- letters of appointment are issued by the Dean's Office and signed by the dean;
- each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- quarterly part-time faculty are paid in six equal installments over the quarter of employment;
- if total compensation is less than \$6,600, the following statement appears in all letters of appointment: "Because of state law regarding compensation of part-time employees, the University expects that in respect to fulfilling the obligations of this contract you will never work more than eight (8) hours per workday, nor more than forty (40) hours per workweek, during the term of this contract. This is a material condition of this contract and cannot be changed by any representative of the University."

### **Duties, Functions, and Expectations**

All quarterly part-time lecturers are required to perform the specific functions related to teaching including but not limited to:

- a. Teach courses as assigned and administer exams as per the Santa Clara University *Schedule of Classes*; Teaching a course typically includes developing syllabi, assignments, readings, and course schedule before the course begins; developing appropriate teaching preparations for each class meeting; selecting course materials and ordering books; conducting and appearing on-time for all scheduled class meetings; submitting course grades to the Office of the Registrar by quarterly deadlines; and administering all required course evaluations.
- b. Use appropriate measures of student performance, provide timely feedback to students, and assign grades that are an accurate and fair evaluation of student work;
- c. Post and maintain regular office hours at times reasonably convenient for students as determined by the chair of the department;
- d. Demonstrate a command of the discipline and skill in presenting it effectively;
- e. Develop courses for which they are responsible.

- f. Fulfill other instructional or academic duties, such as attending faculty meetings or department special events, as may be assigned by the dean of the College of Arts and Sciences or the chair of the department.

### **Search and Hiring Processes**

The process for hiring quarterly part-time lecturers is as follows:

**Position Approval.** Quarterly part-time positions are reflected in approved departmental November Plans and allocated for the academic year. The department chair, in consultation with an associate or assistant dean, determines the course assignments for each quarter and distributes the quarterly part-time positions as needed throughout the academic year. The November Plan is considered the written authorization for the positions.

**Search and Hiring Procedures.** Beginning in 2003, all departments (and programs) must follow departmentally established faculty hiring procedures that have been approved by the dean. Departments who wish to further modify their searches should consult with the Dean's Office. All procedures quarterly part-time hires must include the following:

- a. The advertisement for the position must be approved by an associate or assistant dean and, at a minimum, must be posted on the Human Resources website for at least *ten* business days. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters as described in departmental hiring procedures. The advertisement must include a specific application deadline, current AA/EEO language, and Clery Act information. Each advertisement must also reference SCU as a Jesuit Catholic university.
- b. The department must include attention to the diversity goals of the University and College as part of recruitment for all positions
- c. Interviews are conducted on the department level. The chair asks the candidate to complete an employment application. A candidate only needs to complete an employment application for Santa Clara University once per academic year. The employment form is available on the Dean's Office website.
- d. The chair can extend a verbal offer to the candidate, subject to the candidate being able to present documentation of the right to work at Santa Clara University, and the dean's review of the employment application.

### **Hiring Procedures.**

- e) By the deadlines provided by the Dean's Office, the department sends the completed quarterly part-time hiring spreadsheet and the completed employment applications to Dean's Office. Unless there is an emergency, all quarterly part-time information should be to the Dean's Office at least six weeks before the start of the quarter.
- f) Dean's Office reviews the employment application and then prepares and sends the letter of appointment to the faculty.
- g) Faculty member signs and returns letter to Dean's Office and completes required employment forms in Dean's Office.
- h) The Dean's Office prepares and sends the payroll action request to Human Resources to initiate payment.

**Other Appointment Details**

***Evaluation.*** Departments should establish their own process for evaluation of quarterly part-time faculty with approval of the dean.

***Orientation.*** Once the academic year begins, departments should implement an orientation process appropriate to the terms of the appointment. In particular, issues related to departmental grading standards should be reviewed.

***Subsequent Positions.*** As part of the annual November Planning process, quarterly part-time lecturer positions are reviewed by the dean. New positions may be authorized based on need and resource availability. The approved departmental search and hiring procedures must be followed for all positions.