

**SANTA CLARA UNIVERSITY**  
**SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES**  
**TENURED AND TENURE-TRACK FACULTY<sup>1</sup> (NON-LAW)**

Tenured and tenure-track faculty are those with tenure and those with tenure-track (probationary) appointments as defined in Section 3.1.1 of the *Faculty Handbook* appointed with the ranks of Professor, Associate Professor, Assistant Professor, and Acting Assistant Professor.

1. Tenured and tenure-track faculty are appointed in accordance with the following practices:
  - The standard appointment is nine months with an FTE of 1.00. See section 3.6.4 of the *Faculty Handbook*.
  - Faculty appointments begin on September 1 to coincide with the start of the academic year.
  - The standard academic year course load for tenured and tenure-track positions is seven courses (or equivalent), generally with a one-course reduction for scholarly or creative work.
  - A tenured or tenure-track faculty member is ordinarily expected to teach the assigned course load during the fall, winter, and spring terms of the academic year. At the request of the chair and dean, a faculty member teaching in a year-round graduate program may fulfill his or her teaching responsibilities by substituting the summer term for one quarter during the regular academic year. For such assignments, the summer will be the fourth quarter of the academic year. See section 3.6.3.1 of the *Faculty Handbook*.
  - Letters of appointment are issued from the Office of the Provost and signed by the President in accordance with applicable appointment procedures. See section 3.2.3 of the *Faculty Handbook*.
  - Eligibility for benefits is in accordance with the terms of the appointment, section 3.8.2 of the *Faculty Handbook*, and other applicable University policies and procedures.
  - The annual salary is paid in 24 equal semi-monthly installments beginning September 1 and ending the following August 31.

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<sup>1</sup> This document paraphrases the relevant sections of the *Faculty Handbook*. Please refer to the *Faculty Handbook* for the complete explanation of the policies.

- If a faculty member’s appointment is not renewed for a successive year, the appointment officially ends with the close of the academic year in mid-June even though their salary and benefits will continue through August 31.
  - Tenure-track faculty receive a written evaluation every year. Tenured faculty are evaluated in writing on a regular basis as determined in each school by its dean with the agreement of the faculty and the approval of the Provost. See section 3.3 of the *Faculty Handbook*.
  - The standard period of probation for tenure is seven years and begins with the fall term of the first full academic year of the tenure-track appointment. Tenure-track faculty apply for tenure in the fall of their sixth year of appointment unless extensions to the probationary period were previously granted. If tenure is denied, the faculty member holds a terminal appointment during the seventh year and their employment with the University terminates on August 31 of that year. See section 3.4 of the *Faculty Handbook*.
2. Tenured and tenure-track faculty appointments are also subject to the following policies and procedures:
- Joint Appointments – Section 3.2.2.3 of the *Faculty Handbook*. A joint appointment may be made when a faculty member makes a major contribution in terms of time, effort, and programmatic need to more than one department. This contribution should be on a continuing basis and should be sufficiently significant for each department to make a financial commitment and extend voting privileges to the faculty member. Prior to the commitment of every joint appointment, the faculty member’s responsibilities to each department and the procedures to be followed for periodic evaluation and evaluations for promotion and tenure must be agreed to in writing by the faculty member, chairs of the involved departments, the Dean, and the Provost.
  - Endowed Chairs. The President appoints faculty to endowed chairs upon the recommendation of the Provost. The dean of the respective school nominates candidates for school-designated endowed chairs to the Provost.
  - Jesuit Targets of Opportunity. Jesuit faculty who are initially appointed as a “target of opportunity” are assigned to authorized positions in the school if available. If there is not a vacant authorized position in the school, the Provost will fund the salary and benefits for the individual until it can be accommodated in the authorized positions of the school, but generally for no more than three years.
  - Termination of Employment – Section 3.5 of the *Faculty Handbook*. Policies and procedures pertaining to the termination of employment of faculty include:
    - Retirement - Section 3.5.1 of the *Faculty Handbook*. Retirement is a voluntary termination of University rights and obligations after a career of

academic service at the University. A tenured faculty member is ordinarily eligible to retire after 10 years of service at the University and after reaching the age of 55. A faculty member relinquishes tenure upon retirement. The privileges offered to retired faculty are described in Section 3.5.1.1 of the *Faculty Handbook*.

- Phased Retirement - Section 3.5.1.3 of the *Faculty Handbook*. Phased retirement is a reduction in University responsibilities with a corresponding decrease in salary. Tenured faculty are eligible to apply for phased retirement after seven years of service at the University but usually not earlier than age 55. The phased retirement agreement is permanent and binding, states a date for full retirement, and will ordinarily be no longer than five years. Phased retirements must have the recommendation of the Department Chair and the Dean and the approval of the Provost.
- Resignation – Section 3.5.2 of the *Faculty Handbook*. A faculty member who decides to resign from the University for any reason or who concludes an agreement to accept an appointment elsewhere is obligated to notify the University immediately.
- Non-Reappointment – Section 3.5.3 of the *Faculty Handbook*. The University may elect at any time not to reappoint tenure-track faculty provided written notice is given in accordance with the timetable indicated in Section 3.5.3.1 of the *Faculty Handbook*.
- Separation Agreements. Separation agreements are negotiated on an individual basis by the Provost (or the Provost’s designee) and the Assistant Vice President for Human Resources.
- Sabbatical Leaves – Section 3.7.1 of the *Faculty Handbook*. Sabbatical leaves are awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship. Sabbatical leaves are not intended for routine course preparation, respite from usual duties, or to accept employment outside the University. Details of the sabbatical policy can be found in Section 3.7.1.3 of the *Faculty Handbook*.
- Junior Faculty Development Leaves – Section 3.7.2 of the *Faculty Handbook*. Tenure-track faculty are eligible for a one-term junior faculty development leave at full salary following a positive mid-probationary review. The junior faculty development leave is intended to support the professional development of probationary faculty in preparation for their tenure application.
- Medical and Family Leaves of Absence. Faculty are eligible for medical and family leaves of absence in accordance with applicable state and federal regulations, section 3.8.2.1 of the *Faculty Handbook*, and section 600 of the *Staff Policy Manual*.

- Personal Leaves of Absence – Section 3.7.3 of the *Faculty Handbook*. Tenured and tenure-track faculty may be granted personal leaves of absence for up to one year's duration for emergencies or other personal reasons. A personal leave of absence may be extended beyond one year only for extraordinary reasons. Personal leaves of absence are unpaid and must have the recommendation of the Department Chair and the Dean and the approval of the Provost.
- Bereavement Leaves. A faculty member may take five days of paid bereavement leave in the case of death of a spouse or person who stands in substantially the same relationship, son, daughter, child's other parent, father, mother, brother, sister, father-in-law, mother-in-law, grandchild, grandparents, or anyone with whom the employee has an *in loco parentis* relationship. This leave is granted for attending funerals and memorial services and for discharging responsibilities related to the death of the family member. Days of leave may be taken consecutively or split as needed. If additional time off is needed, additional time off without pay must be recommended by the Dean and is subject to the approval of the Provost.
- Assignments in School or University Administration or Programs. Faculty who accept an assignment in school or University administration or programs generally receive a reduction in the standard teaching load for the academic year and may also receive supplemental pay for summer work. The responsible dean, vice provost, or center director issues a letter to the faculty member confirming the terms of the assignment.
- Teaching Overload Assignment. Tenured and tenure-track faculty teaching more than six courses (plus one course release for scholarship) are issued a letter by the Dean confirming the teaching overload assignment and the related compensation.
- Assignments Involving External Grants. Faculty may "buy out" one or more courses from external grants on the basis of an agreed upon percentage of their base salary if their grant proposal has been approved by the Department Chair, Dean, and Senior Vice Provost.
- Appointments in Summer Session. Tenured and tenure-track faculty teaching summer session courses are issued a separate letter of agreement by the Dean covering the teaching assignment and the related compensation.