

SANTA CLARA UNIVERSITY
SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES
QUARTERLY LECTURERS¹

Quarterly lecturers are appointed for one quarter as defined in Section 3.1.3.1 of the *Faculty Handbook* to teach classes not covered by academic year faculty with a more limited scope of responsibilities than academic year faculty.

1. Quarterly lecturers are appointed in accordance with the following practices:
 - Appointment is for one quarter at a time.
 - The total course load for quarterly lecturers shall not exceed three courses per quarter. Note: Determination of whether to appoint someone as a quarterly lecturer or academic year fixed term lecturer is based on programmatic need at the beginning of the academic year. If it is known at the beginning of the academic year that the person will be needed to teach at least five courses with at least one course in each of the three quarters of the academic year, s/he must be appointed as an academic year fixed term lecturer.
 - Letters of appointment are issued from the Dean's Office and signed by the Dean.
 - Eligibility for benefits is in accordance with the terms of the appointment, section 3.8.2.1 of the *Faculty Handbook*, and other applicable University policies and procedures.
2. Quarterly lecturers are also subject to the following policies and procedures:
 - Termination of Employment – Section 3.5 of the *Faculty Handbook*. Policies and procedures pertaining to the termination of employment of faculty include:
 - 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 makes quarterly lecturer appointments with no expectation of reappointment in accordance with the conditions indicated in Section 3.5.3.3 of the *Faculty Handbook*.
 - 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,

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

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.

- Appointments in Summer Session. Quarterly lecturers teaching summer session courses are issued a separate quarterly lecturer letter of appointment by the Dean covering the teaching assignment in the summer and the related compensation.