

SANTA CLARA UNIVERSITY
SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES
TENURED AND TENURE-TRACK FACULTY¹ (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 August 16 to coincide with the start of the academic year.
 - The standard academic year course load for tenured and tenure-track positions is four courses (or equivalent).
 - 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 August 16 and ending the following August 15.
 - 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-May even though their salary and benefits will continue through August 15.
 - Tenure-track faculty receive a written evaluation every year. Tenured faculty are evaluated in writing on a regular basis as determined by the 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

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

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 15 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:
 - Endowed Chairs. The President appoints faculty to endowed chairs upon the recommendation of the Provost. The Dean of the School of Law nominates candidates for school-designated endowed chairs to the Provost.
 - 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 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.** 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. Faculty in the School of Law are subject to a separate sabbatical policy which supersedes the provisions in 3.7.1 of the *Faculty Handbook*. The sabbatical policy for the Law School can be found in the Dean's Office.
- **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 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.
- **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 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.