

SANTA CLARA UNIVERSITY
SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES
SENIOR LECTURERS¹ (NON-LAW)

Senior Lecturers meet the qualifications for appointment to Lecturer and, at the time of appointment, 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; and (c) a record of outstanding service as defined in Section 3.1.3.2 of the *Faculty Handbook*.

1. Senior Lecturers 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 courseload for senior lecturers is seven courses (or equivalent). Incumbents in selected senior lecturer positions in Arts & Sciences and Education have appointments with a courseload expectation of eight or nine courses with an appropriate adjustment in annual salary. The courseload for those positions will revert to the standard of seven courses when the incumbent leaves the position.
 - A senior lecturer 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 Provost 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.

¹ 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.
 - Senior lecturers are evaluated in writing on a regular basis as determined in each school by its Dean with the agreement of the faculty and with the approval of the Provost. See Section 3.3 of *the Faculty Handbook*.
2. Senior 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:
 - 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 senior lecturer is ordinarily eligible to retire after 10 years of service at the University and after reaching the age of 55.
 - 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. Senior lecturers 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 3.5.3.2 of the *Faculty Handbook*. The University may elect at any time not to reappoint a senior lecturer, provided written notice is given not later than August 15 of the calendar year in which the final one-year appointment begins.
 - 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*.

- 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*. Senior lecturers 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. Senior lecturers teaching more than seven courses 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. Senior lecturers teaching summer session courses are issued a separate letter of agreement by the Dean covering the teaching assignment in the summer and the related compensation.