

SANTA CLARA UNIVERSITY
SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES
RENEWABLE TERM LEGAL ANALYSIS, RESEARCH, AND WRITING (LARAW)
INSTRUCTORS¹ (LAW)

Renewable term Legal Research and Writing (LARAW) Instructors are appointed for the academic year as defined in Section 3.1 of the *Faculty Handbook*.

1. Renewable term LARAW Instructors are appointed in accordance with the following practices:
 - Renewable term LARAW Instructors are currently appointed only in the Law School and are subject to the *Standards and Procedures for the Hiring and Reappointment of Legal Analysis, Research and Writing Instructors* established by the School of Law.
 - The standard appointment is nine months with a full-time equivalent course load of five courses.
 - Faculty appointments begin on August 16 to coincide with the start of the academic year.
 - The initial term for a renewable term LARAW Instructor is one year; after the initial one-year term, the position may be renewed for a second one-year term based on excellent performance, availability of funds, and programmatic need. After the second one-year term, the position may be renewed for a three-year term, and successive three-year terms, based on excellent performance, availability of funds, and programmatic need.
 - Letters of appointment are issued from the Provost's Office 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 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.

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

- Renewable term LARAW Instructors 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*.
2. Renewable term LARAW Instructors 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 may elect at any time not to reappoint a renewable term LARAW Instructor in accordance with the conditions indicated in Section 3.5.3.3 of the *Faculty Handbook*. The University may elect not to reappoint any academic full-time faculty member, even when their 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.
 - 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*.
 - 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.