

**SANTA CLARA UNIVERSITY**  
**SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES**  
**ACADEMIC YEAR FIXED TERM LECTURERS<sup>1</sup> (NON-LAW)**

Academic year fixed term lecturers are appointed for the academic year as defined in Section 3.1 of the *Faculty Handbook*.

1. Academic year fixed term lecturers are appointed in accordance with the following practices:
  - The standard appointment is nine months with an FTE calculated on the basis of a full-time equivalent course load of nine courses (e.g., 5 courses, 0.56 FTE; 7 courses, 0.78 FTE) for a fixed term of not more than three years. The full-time equivalent course load must be a minimum of five courses.
  - Faculty appointments begin on September 1 to coincide with the start of the academic year.
  - An academic year fixed term 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 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 September 1 and ending the following August 31.
  - 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.

---

<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.

- Academic year fixed term lecturers are evaluated in writing on a regular basis as determined in each college or school by its Dean with the agreement of the faculty and the approval of the Provost. See section 3.3 of the *Faculty Handbook*.
2. Academic year fixed term 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 may elect at any time not to reappoint academic year fixed term faculty in accordance with the conditions indicated in Section 3.5.3.3 of the *Faculty Handbook*. The University may elect not to reappoint an academic year fixed term 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. Academic year fixed term appointments of one academic year are made with no expectation of reappointment.
  - 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 appointment.

- Teaching Overload Assignment. Academic year fixed term lecturers teaching more than nine 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. Academic year fixed term 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.