

SANTA CLARA UNIVERSITY
SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES
VISITING, ADJUNCT, & OTHER SPECIAL
FACULTY APPOINTMENTS¹ (NON-LAW)

Visiting appointments are held by persons on leave from other professional employment as defined in Section 3.1.3.3 of the *Faculty Handbook*.

Adjunct faculty (Adjunct Professorships, Adjunct Associate Professorships, and Assistant Professorships) meet the ordinary qualifications for the respective regular appointments or equivalent practical experience as defined in Section 3.1.3.4 of the *Faculty Handbook*. With the written approval of the Provost, an adjunct faculty member who is engaged primarily in research may be offered a position as Adjunct Assistant Professor with the working title of Research Assistant Professor, Adjunct Associate Professor with the working title of Research Associate Professor, or Adjunct Professor with the working title of Research Professor. The working title may not be at a higher rank than the official title.

Special appointments are held by distinguished artists, scholars, scientists, engineers, executives, statespersons and others who may be granted appointments-in-residence as described in Section 3.1.3.5 of the *Faculty Handbook*.

1. Visiting, adjunct, and other special faculty appointments are appointed in accordance with the following practices:
 - The appointment may be for the academic year (i.e., nine months) or some portion thereof and in no case for more than three years.
 - The FTE for adjunct faculty is calculated on the basis of a full-time equivalent course load of nine courses (e.g., 1 course, 0.11 FTE; 5 courses, 0.56 FTE). The FTE for visiting and other special faculty appointments is determined by the Dean in consultation with the Provost.
 - 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. The salary associated with an

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

appointment for only a portion of the academic year is paid in equal semi-monthly installments consistent with the term of the appointment.

2. Visiting, adjunct, and other special faculty appointments 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 is obligated to notify the University immediately.
 - Non-Reappointment – Section 3.5.3 of the *Faculty Handbook*. The University makes visiting, adjunct, and other special faculty appointments with no expectation of reappointment in accordance with the conditions indicated in Section 3.5.3.3 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*.
 - 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 (Adjunct Faculty Appointments Only). Adjunct 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 (Adjunct Faculty Appointments Only). Adjunct faculty members who teach 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. Faculty with visiting, adjunct, and other special faculty appointments 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.