

**SANTA CLARA UNIVERSITY
FACULTY HANDBOOK
SECTION 3.1**

3.1 Members of the Faculty

Active Faculty are all those faculty (regular and other) who are employed by the University, including those on approved leave. Retired and emeriti faculty are not included in the category of Active Faculty.

(Academic Staff and Military Science personnel are not members of the faculty and are not governed by the provisions of Chapter 3 of this handbook. For further information about Academic Staff, consult Chapter 4 of this Handbook.)

Endorsed by Faculty Senate, Fall 2004

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3.1.1 Regular Faculty

Regular Faculty are those with tenure and those with tenure-track appointments. (Regular Faculty ranks include Professor, Associate Professor, Assistant Professor, and Acting Assistant Professor.)

Probationary faculty are those with tenure-track appointments who have not yet been granted or denied tenure.

The ordinary educational requirement for all members of the Regular Faculty is the doctorate or other appropriate terminal degree. In certain disciplines, especially in the arts, practical experience and credentials other than academic degrees may be taken as equivalent preparation. Additional qualifications for appointment to the respective faculty ranks are described in the following paragraphs.

3.1.1.1 Assistant Professor

An Assistant Professor shall show promise of achievement in teaching, scholarship or creative work, and service.

An Acting Assistant Professor is one otherwise qualified for the rank of Assistant Professor but still actively engaged in work for the doctorate or other terminal degree. Normally no one will be retained as an Acting Assistant Professor beyond three years.

An Acting Assistant Professor must satisfy all requirements for the doctorate or terminal degree by March 15th of the third year of such appointment. Years of service at this rank will be considered part of the probationary period for tenure.

3.1.1.2 Associate Professor

An Associate Professor shall possess demonstrated superior ability in teaching, scholarship or creative work, and appropriate service, as evidenced through actual accomplishment.

3.1.1.3 Professor

A Professor shall possess those qualities of the teaching scholar that are expected of the Associate Professor, and in such degree as to have earned the recognition of colleagues in the same discipline outside the University or in higher education generally. A Professor also serves the University and the academic profession in proportion to experience, competencies, and seniority.

3.1.2 Professor Emeritus or Emerita

A tenured Associate Professor or full Professor of Santa Clara University, upon retirement from outstanding service at the University, is eligible for the title of Professor Emeritus or Emerita. The title is awarded by the President of the University in consultation with the Provost, with the retiree's dean and department chair, and with the senior members of the retiree's department.

3.1.3 Other Faculty

Other Faculty appointments are not tenured and do not accumulate credit towards tenure. Except for Senior Lecturers, Other Faculty are appointed for a fixed term of not more than three years. Letters of Appointment are nonetheless issued annually. Other Faculty appointments are made only for positions in which the principal responsibilities are classroom teaching, or scholarship or creative work, or some combination of these.

The following are the appointments most commonly made for Other Faculty.

3.1.3.1 Lecturer

A Lecturer holds an appointment primarily for teaching. A Lecturer shall possess at least a master's degree or its equivalent together with outstanding abilities as a teacher.

3.1.3.2 Senior Lecturer

A Senior Lecturer, in addition to meeting the qualifications for appointment as a Lecturer, 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; (c) a record of outstanding service.

3.1.3.3 Visiting Faculty

Visiting appointments in the respective faculty ranks are held by persons on leave from other professional employment. Such appointments are usually for one year and in no case for more than three years.

3.1.3.4 Adjunct Faculty

Adjunct Professorships, Adjunct Associate Professorships, and Adjunct Assistant Professorships are non-tenurable appointments for which the qualifications are the ordinary academic qualifications for the respective regular appointments or equivalent practical experience.

3.1.3.5 Special Appointments

With the approval of the Provost, distinguished artists, scholars, scientists, engineers, executives, statespersons and others may be granted appointments-in-residence from time to time to enrich the life of the University community.