



Teaching Professor Rank & Promotion

Principles, Standards, Procedures, & Best Practices

Office of the Provost

September 17, 2025



Overview



Overview of Teaching Professor Line

Assistant



Associate



Full

- Appointed to 3-year terms
- Annual FAR (+ advice toward promotion)
- Reappointment review in 3rd year
Determined at the point of hire
- Reappointment requires **superior** performance in all three criteria
- Termination possible if ppn changes or if there are performance issues
- Terminal year after decision not to reappoint
- Termination decision not grievable

- ELIGIBLE to petition once they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 4 complete years of university teaching experience at 7+ courses
- Promotion requires **superior** performance in all three criteria
- Grants “continuing” status
- Termination subject to just cause standard and grievable
- Subsequent FARs on dean/faculty-approved cycle

- ELIGIBLE to petition when they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 8 complete years of university teaching experience at 7+ courses
- ✓ must be Associate rank to petition
- Promotion requires **extraordinary** teaching, distinguished record of service, and meet/exceed standards of reappointment for prof. activity
- Termination subject to just cause standard and grievable



Prior Years of University Teaching determined at point of hire



Credit for Prior Years of University Teaching

Newly hired Assistant Teaching Professors at Santa Clara University may use this form to petition the Provost for credit for prior years of University-level teaching at a 7-course load (.78 FTE) or higher. The number of years credited at the point of hire defines the individual's promotion timeline. Please list your prior Santa Clara University teaching; no documentation is needed for that work. Documentation is, however, required for service at other colleges and universities. For further information, see the Collective Bargaining Agreement between Santa Clara University and the Service Employees International Union Local 1021 (Art. 10.B.3 and 10.D).

This appeal must be submitted no later than October 1 of your first year of service as an Assistant Teaching Professor. There will be no later point at which you can make this appeal.

Kitty Murphy
Associate Provost for Faculty Personnel and Policy
cmurphy@scu.edu

- Initial letter of appointment provides link to Google form to request credit for prior years
- Faculty have until October 1 of their first year as an Assistant Teaching Professor to document prior service
- Credited years become part of their record for future promotions
- This is the only point at which they can request credit



Reappointment Review is set by the calendar

- It happens in the third year of appointment as Assistant Teaching Professor
- In the past, the reappointment review happened in the Spring
- From this year on, it will take place in the Fall to synchronize with promotion review

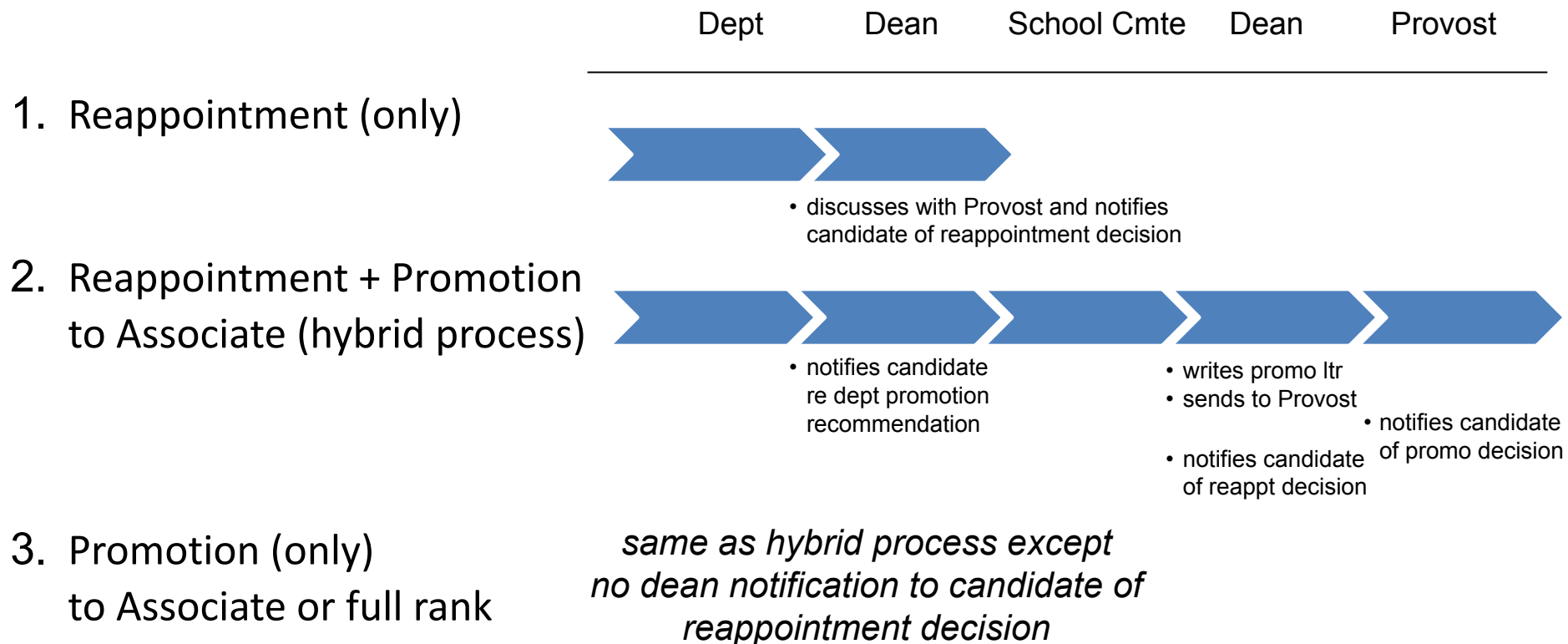


Promotion Review is elective, if candidate is eligible

Rank	Successful 3rd-year reappointment review	Years of university-level teaching at inception of rank
Associate Teaching Professor	✓	5
Teaching Professor	✓	9



Workflow for Three Types of Cases





Governing Documents



Reappointment & Promotion Procedures Governing Documents

University Procedures are specific to process:

- [Reappointment \(only\)](#)
- [Reappointment & Promotion \(hybrid\)](#)
- [Promotion \(only\)](#)

The procedures documents above incorporate requirements from

Faculty Handbook

- ✓ Reappointment of Lecturers – standards and process – FH [3.4A.1](#)
- ✓ Promotion process (only, not standards) – FH [3.4A.2](#)

Collective Bargaining Agreement

- ✓ Promotion to Associate - Article [10.D.1](#)
- ✓ Other helpful sections: definition of Associate Teaching Professor (Art. [10.B.3](#)), that rank grants presumption of continuing employment (Art. [10.B.4](#)), definition of what should be credited under service (Art. [12](#))



Standards



University Standards for Reappointment of Assistant Teaching Professors

- Candidates “must demonstrate superior performance in teaching, in service, and in professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching.”
- “It is the responsibility of the candidate to demonstrate superior, not merely competent, performance in the criteria described above.”

Faculty Handbook 3.4A.1.1



University Standards for Promotion to Associate Teaching Professor

- Promotion to Associate Teaching Professor is not automatically granted for length of service; it is a recognition of an overall record of superior performance in the expectations of a Teaching Professor. [Associate Teaching Professor indicates a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development. With this promotion comes the expectation of continued pedagogical and curricular development and service to the University in these areas and in advising and mentoring of students and colleagues.](#)

Collective Bargaining Agreement Art. 10.D.1

The expectation of continued contributions should be based on actual performance and citizenship rather than suppositions about the possible duration of a candidate's career



University Standards for Promotion to Teaching Professor

- Promotion to Senior Lecturer is not automatically granted for length of service; it is a recognition of an exemplary record of achievement. In addition to meeting the requirements set in section [3.1.2.1.3](#), candidates shall be expected to demonstrate a record of extraordinary teaching and to meet or exceed the standards for reappointment of Lecturers as described in section [3.4A.1.1](#).

Faculty Handbook 3.4A.2.1

- Associate Teaching Professors may indicate their intention to petition for promotion to Teaching Professor based on the standards for such promotion as set forth in the Faculty Handbook, section [3.4A.2.1](#), and shall include but not be limited to the following:
 - a. A documented record of teaching quality, mentoring, and advising;
 - b. A distinguished record of achievement in service (including University service) and professional activity;
 - c. Recognition of exemplary teaching;
 - d. Leadership in promoting the development, retention, and academic achievement of a diverse student body.

Collective Bargaining Agreement 10.D.2



University Standards for Promotion to Teaching Professor

- Promotion to Senior Lecturer is not automatically granted for length of service; it is a recognition of an exemplary record of achievement. In addition to meeting the requirements set in section [3.1.2.1.3](#), candidates shall be expected to demonstrate a record of extraordinary teaching and to meet or exceed the standards for reappointment of Lecturers as described in section [3.4A.1.1](#).

Faculty Handbook 3.4A.2.1

- Promotion to Teaching Professor is not automatically granted for length of service; it is a recognition of an **overall record of excellence** in the expectations of a Teaching Professor. The rank of Teaching Professor indicates a reputation for expertise in their discipline or in a broad field of pedagogy and pedagogical development. With this promotion comes the expectation of further mentoring of and service to Faculty in the areas of teaching, curriculum development, student assessment, and classroom professionalism.

Collective Bargaining Agreement 10.D.2



University Standards for Promotion to Teaching Professor

The expectation of continued contributions should be based on actual performance and citizenship rather than suppositions about the possible duration of a candidate's career

- Promotion to Teaching Professor is not automatically granted for length of service; it is a recognition of an overall record of excellence in the expectations of a Teaching Professor. The rank of Teaching Professor indicates a reputation for expertise in their discipline or in a broad field of pedagogy and pedagogical development. With this promotion comes the **expectation of further mentoring of and service** to Faculty in the areas of teaching, curriculum development, student assessment, and classroom professionalism.

Collective Bargaining Agreement 10.D.2



Evaluation of Teaching

- “Teaching is to be judged in a teacher's total effect upon the education of his or her students. Teaching includes not only classroom instruction, but also academic advising and curriculum development.”

Faculty Handbook 3.4A.1.1

- “Those entrusted with evaluating a candidate’s teaching are to consider all evidence of achievement in each of the three components. The candidate’s course materials form part of this evidence.”

Faculty Handbook 3.4A.1.1

→ teaching → academic advising → curriculum development

[The Interfolio case will include the Provost’s Office summary SET reports]



Evaluation of Teaching

- Best Practice - multiple sources of evidence, including:
 - Syllabi
 - Student evaluations
 - Peer teaching observations
 - Review of relevant teaching materials
 - “Any other materials that provide significant evidence of your teaching (e.g., major course materials such as customized course readers, exams and other assessments, and examples of [assignments](#) or in-class activities).”

Required for FARs, so should be in Interfolio already

University Procedures documents for Reappointment & Promotion
[cf. CBA Art. 11.D.1]



Standards for Professional Activity

“Professional activity refers to scholarly or creative work, professional practice, or other active engagement in a discipline or field that enables a Lecturer to remain current in that area and vital as a teacher. Examples of professional activity include attendance or presentations at conferences, occasional publications that contribute to scholarship or pedagogy in the field, creative work in the arts, and practice in a professional field. Lecturers shall not be held to the same standards of scholarship as tenure-track faculty.”

*Faculty Handbook 3.4A.1.1
[repeated in CBA Art. 10.D]*



Evaluation of Service

- “Service is work other than teaching and professional activity that fosters and advances the missions and goals of the department, the college or school, or the University. It may also include service to the profession, **such as participation on committees of a professional organization**, and service to the community performed in virtue of a Lecturer’s professional expertise or association with the University.”

Faculty Handbook 3.4A.1.1 + CBA Art. 10.D

- “The service expected of Lecturers will be appropriate to their expertise and experience.”

Faculty Handbook 3.4A.1.1



Evaluation of Service

“The following shall count as service toward meeting an NTT Faculty member's service obligation:

1. Participation in department committees **or the performance of peer course evaluations** as requested by the dean or department chair;
2. Participating in school, University, or available Faculty Senate committees;
3. **Participating on the Union Bargaining Team or on the Labor Management Committee;**
4. Other service-related activities as approved by the department chair or dean.”

CBA Art. 12.A



Procedures



Reappointment & Promotion Procedures

Department Participation

- “Each department shall review applications for reappointment of Lecturers in accordance with procedures set by the dean. All tenured faculty and Senior Lecturers shall be eligible to participate in the review of applications.”

*Faculty Handbook 3.4A.1.3**

(full) Teaching Professors

- “With the approval of the dean, faculty in a large department who are eligible to participate may elect a committee of eligible faculty to conduct the review on behalf of the whole department.”

*Faculty Handbook 3.4A.1.3**

Best practice (not yet policy): There should be at least one Teaching Professor on the department committee

** Sections govern reappointment; applies also to promotion (see University Guidelines)*



Department Evaluation of Candidates

Reappointment

Meet to discuss

Consensus decision
(no vote tally):

- *highly recommend*
- *recommend, or*
- *not recommend*
reappointment

Single report with department
recommendation and explanation
of it

Chair sends case to Dean

Reappointment & Promotion (hybrid)

Follow promotion rules for meeting

Consensus on reappointment +

Single report is 3-5 pages; evaluate
evidence in terms of standards

Single report with department
reappointment and promotion
recommendations with single
explanation; all participants sign

Chair sends case to Dean

Promotion

Meet to discuss; majority must
meet, must be present to vote

Confidential ballot (tally will be
included in report):

- *highly recommend*
- *recommend, or*
- *not recommend*
promotion

Single report with department
recommendation and explanation
of it; all participants sign

Chair sends case to Dean



Department Report

- The chair will submit two items in Interfolio:
 - 1) a form indicating the overall recommendation(s) of the department and, for promotion cases, a vote tally (without attribution);
 - 2) an evaluation report explaining the recommendation (a Word template is available at the [Provost's website](#)).

Reappointment (only): one consensus recommendation (no tally), one report, no signature page

Hybrid reappointment + promotion cases: two recommendations (one consensus, one a vote tally), one report, signature page

Promotion (only): one recommendation (vote tally), one report, signature page

- The chair will submit all materials through Interfolio by **October 29, 2025**



Reappointment ends with Dean Decision

- After consulting with the Provost, the dean shall make the final decision and inform the candidate of that decision in writing (in Interfolio, by **June 5, 2026**).
- If the decision is negative, the candidate will receive a final one-year appointment.
- The candidate may only appeal if in their second or later 3-year term of Assistant Teaching Professor appointment.

University Procedures for Assistant Teaching Professor Reappointment



Promotion: Subsequent Process

- A “do not recommend” decision from the department stops the application process:
“If the recommendation of the department is negative, the chair shall convey that recommendation along with a report explaining it to the dean. The dean shall notify the candidate of the negative decision in writing; the faculty member will be advised upon request of the reasons that contributed to the decision. This decision is not subject to appeal.”
- If the recommendation of the department is positive, the Dean will send the case to the school committee.

Faculty Handbook 3.4A.2.3

Faculty Handbook 3.4A.2.3



School Teaching Professor Rank & Promotion Committee

- **ONLY RECOMMENDS PROMOTION** (not reappointment)
- “The college or school Committee . . . shall thoroughly review all aspects of the candidate’s application and the report of the department. Informed by this review, its members shall cast secret ballots indicating their judgment of the strength of the application.” *[FH 3.4A.2.3]*
- **RECUSAL:** “Committee members from a candidate’s department must recuse themselves entirely from the committee’s review of the candidate’s case. They shall not view any materials associated with the candidate’s case, beyond what they examined as a participant in the department review. They shall not be present in the room, participate in the committee’s deliberations, answer questions, vote, or sign the committee’s report. They participate fully and cast a ballot only at the department level.” *[FH 3.4A.2.3]*
- “The committee shall prepare a report of its evaluation and recommendation that reflects and includes the results of the balloting. It shall submit this report to the dean, who shall make a recommendation to the Provost. The Provost shall make the final decision after consideration of the recommendations made and of the needs of the University.” *[FH 3.4A.2.3]*

Due January 7, 2026; template available



Promotion: Dean Recommends, Provost Decides

By February 11, 2026:	The dean adds his or her promotion recommendation and sends the case to the Provost in Interfolio.
By March 11, 2026:	The Provost notifies the candidate of the promotion decision via email. Provost's Office staff upload the decision letter to the case.
Appeal:	Follows promotion to full Teaching Professor process: <ul style="list-style-type: none">• 30 days to file• Grounds limited to (a) significant and relevant new information, (b) evidence that evaluation was inconsistent with established procedures or standards or was substantially unfair
Interval to next petition	3 years (for full; discussion underway whether this also applies to Associate)



Confidentiality


“Deliberations and recommendations by persons or groups charged in this Handbook with the evaluation of candidates shall have confidential status and shall not be divulged to persons not so charged. Evaluative material received from others, whether solicited or volunteered, shall likewise have confidential status and shall not be divulged to persons outside the review process.”

Faculty Handbook 3.4A.3.3



Policies, Procedures, and Timeline

<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/>



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Vice President

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Evaluation, Reappointment & Promotion

Home ▸ Office of the Provost and EVP ▸ Faculty Affairs ▸ Evaluation, Reappointment & Promotion

Evaluation

Faculty Handbook [3.3](#) describes the standards and processes for the periodic evaluation of faculty. Periods of review and forms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

Faculty Activities Reporting ▾

Reappointment

Expand all items +

Assistant Teaching Professor Reappointment ▾

Mid-Probationary Review (MPR) and Junior Faculty Development Leave (JFDL) ▾

Promotion

Expand all items +

Rank & Promotion, Teaching-track Faculty ▾

Tenure & Promotion, Tenure-stream Faculty ▾

Faculty Affairs

Faculty Handbook
Collective Bargaining Agreement
Recruitment & Appointment
Evaluation, Reappointment & Promotion
Standards
Interfolio
Other Policies & Procedures
Compensation & Support
Contact Us

Upcoming Events

SEP 17 [Teaching Professor Reappointment & Promotion Procedure Meeting](#)
Noon • Zoom Only

A review of the procedures for department and process chairs, deans, and members of school Teaching Professor Rank & Promotion Committees, hosted by the Office of the Provost.

SEP 15 [Faculty180 / Interfolio Training](#)
Noon • Varsi, Room 222

An event for faculty to learn how to use Faculty180 software to enter activities for evaluation and promotion.

Reappointment

Expand all items +

Assistant Teaching Professor Reappointment

- [University Procedures for Assistant Teaching Professor Reappointment 2025-26](#) (reappointment only)
- University Procedures for Teaching Professor Reappointment & Promotion (hybrid process) are located in the promotion section below
- [Teaching Professor Reappointment & Promotion](#) (candidate deck, Faculty Development / Faculty Affairs info session)

Guide

[Faculty - Evidence Entry & Case Review](#)

Video Tutorial

[go to link at left]

Department

- [Teaching Professor Reappointment and/or Promotion - Department Guide](#) (includes guidance for candidates undergoing joint reappointment and promotion consideration)
- [Department Report Template \(Teaching Professor Reappointment and/or Promotion\)](#) (optional resource; you may use your own format)



7.15

Department Review

Dean

- [Teaching Professor Reappointment and/or Promotion - Dean Guide](#) (includes guidance for candidates undergoing joint reappointment and promotion consideration)




11.38

Dean Review & Submission



Policies, Procedures, and Timeline

<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/>



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Faculty Activities Reporting ▾

Reappointment

Expand all items +

Assistant Teaching Professor Reappointment ▾

Mid-Probationary Review (MPR) and Junior Faculty Development Leave (JFDL) ▾

Promotion

Expand all items +

Rank & Promotion, Teaching-track Faculty ▾

Tenure & Promotion, Tenure-stream Faculty ▾

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SEP 18 [Faculty180 / Interfolio Training](#)
Noon • Varsi, Room 222

An event for faculty to learn how to use Faculty180 software to enter activities for evaluation and promotion.

Rank & Promotion, Teaching-track Faculty





Candidates are eligible to petition for promotion to Associate Teaching Professor either (a) in conjunction with a successful third-year reappointment review (hybrid process) or (b) after a successful third-year reappointment review (promotion only), provided they are in at least their fifth year of full-time college or university teaching.

Candidates are eligible to petition for promotion to Teaching Professor if (a) they are currently an Associate Teaching Professor and (b) they are in at least their ninth year of full time college or university teaching.

Candidates will receive the document below that corresponds to their petition type. Reviewers will see the title for the type of case in the candidate's system-generated vita.

- [University Procedures for Teaching Professor Reappointment & Promotion 2025-26](#) (hybrid process)
- [University Procedures for Teaching Professor Rank & Promotion 2025-26](#) (promotion only, to associate or full rank)
- [Teaching Professor Reappointment & Promotion](#) (candidate deck, Faculty Development / Faculty Affairs info session)

Note: For promotion to (full) Teaching Professor in the 2025-26 review cycle, the former title "Senior Lecturer" will appear in some documentation, but promotion will be to the title and rank of "Teaching Professor" (Collective Bargaining Agreement, Art. 10).

Guide	Video Tutorial
Faculty - Evidence Entry & Case Review	[go to link at left]
Department <ul style="list-style-type: none">• Teaching Professor Reappointment and/or Promotion - Department Guide (includes guidance for candidates undergoing joint reappointment and promotion consideration)• Department Report Template (Teaching Professor Reappointment and/or Promotion) (optional resource; you may use your own format)	 7.15 Department Review
School Committee <ul style="list-style-type: none">• Teaching Professor Rank & Promotion - School Committee Guide• School Committee Report Template (Teaching Professor Rank & Promotion) (optional resource; you may use your own format)	 5.50 School Committee Review
Dean <ul style="list-style-type: none">• Teaching Professor Reappointment and/or Promotion - Dean Guide (includes guidance for candidates undergoing joint reappointment and promotion consideration)	 11.55 Dean Review
Provost <ul style="list-style-type: none">• Teaching Professor Rank & Promotion - Provost Guide	



Interfolio

- Candidates upload supporting evidence in Faculty180
- The Provost's Office creates a case in Interfolio that pulls the relevant supporting evidence in
- The case you see shows a CV or your current selected document in the main window
- The candidate's files are accessible from the sidebar.
- You can download the candidate's packet or any document for offline reading.
- The process chair submits the department recommendation and report in Interfolio.

▼ FACULTY180 VITAE

Promotion to Associate Teaching Professor

▼ Attachments from Promotion to Associate Teaching Professor

► CV Uploads

► Personal Statement

► Teaching

► Other Teaching

► Course Reduction or Overload

► Advising Load

► Mentoring

► Scholarly Contributions and Creative Productions

► Scholarly Plans

► Grants - Internal

► Professional Development

Bucky Bronco
Spring 2019 - Winter 2025
Promotion to Associate Teaching Professor
(999)999-9999
bucky@scu.edu

Degrees

2014

M.F.A., Discipline Name, Institution Name, City, Kansas, United States

1996

B.S., Discipline Name, Institution Name, City, Kansas, United States

Professional Licensures & Certifications

2010

Title, Organization Name

Current Position

Position: Professor

Work Experience

2015 - 2016

Position Title, Organization Name, City, Michigan
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CV Uploads

Title	Description	Start Term	End Term
Current CV		Winter 2023	Winter 2026
		Winter 2025	Ongoing

Personal Statement

Sep 2017 - Aug 2023

Title: FAR Form,
Description:
Cover Sheet

Jan 2025 - Present

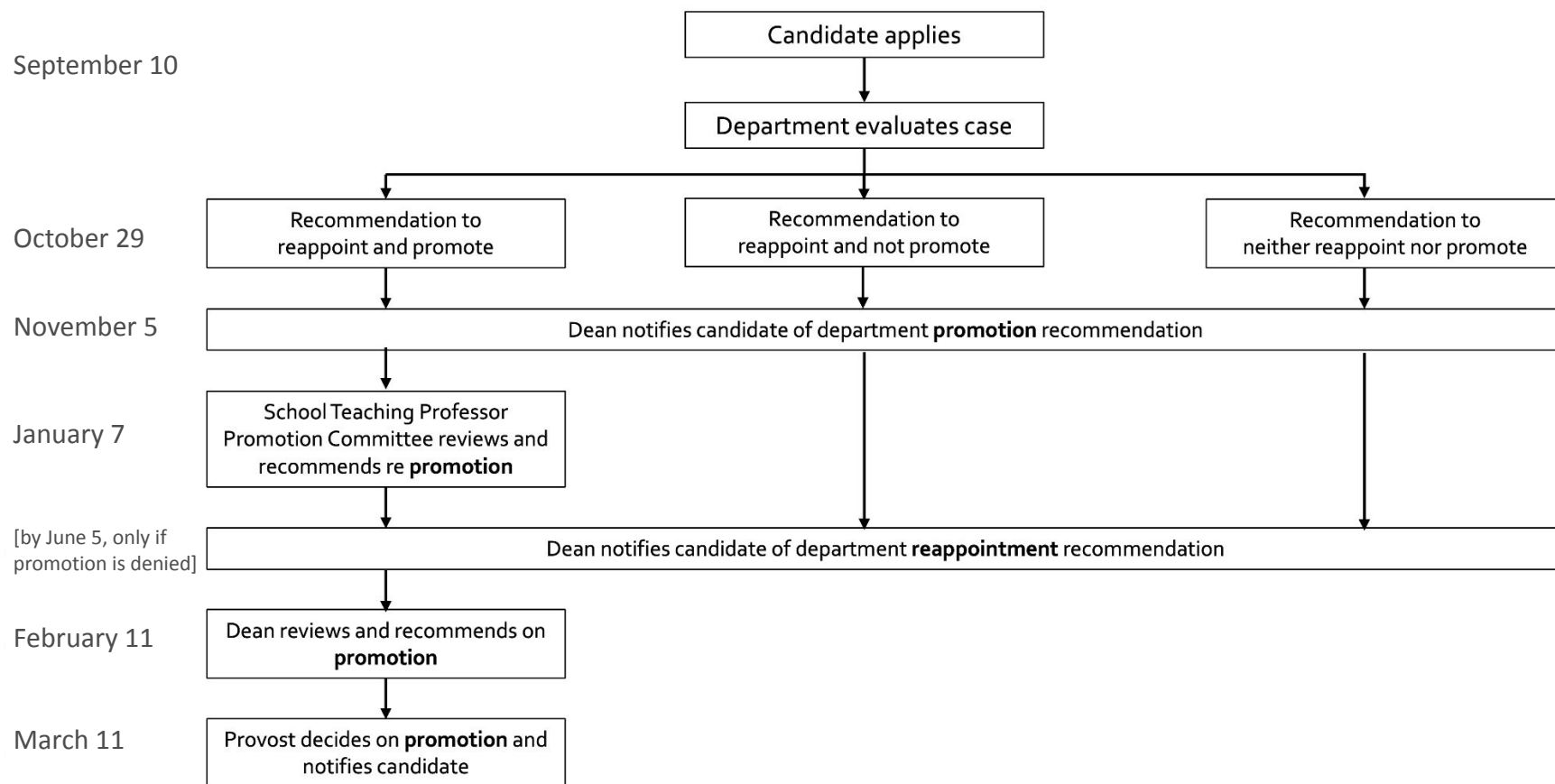
Title: Personal Statement



Workflows

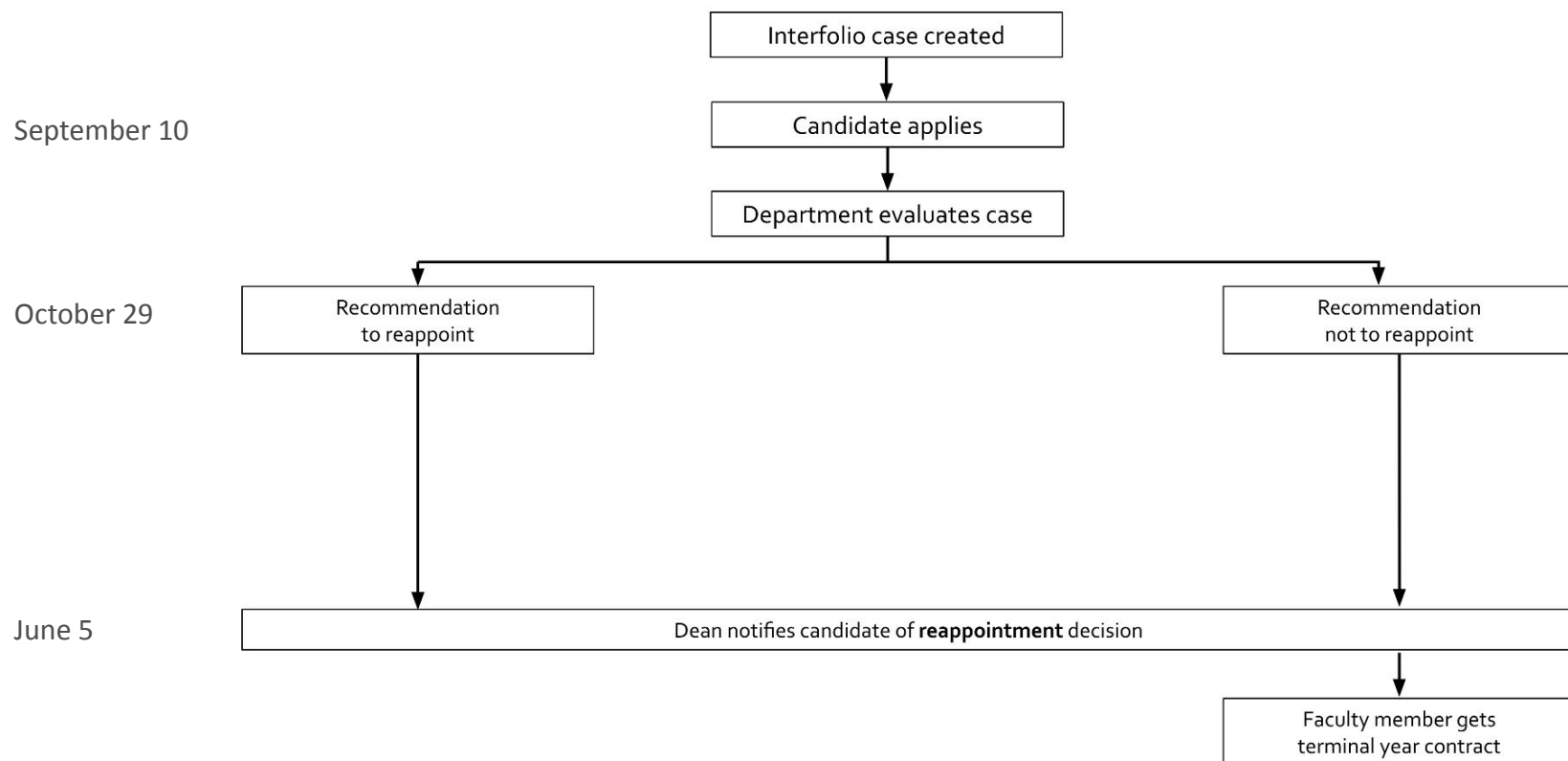


Overview of Hybrid Process





Reappointment Only





Promotion Only

March 27

Indicate intent to petition
for promotion

August 11

Interfolio case created

September 10

Candidate applies

Department evaluates case

October 29

Recommendation
to promote

Recommendation
not to promote

November 5

Dean notifies candidate of department **promotion** recommendation

January 7

School Teaching Professor
Promotion Committee reviews and
recommends re **promotion**

February 11

Dean reviews and recommends on
promotion

March 11

Provost decides on **promotion** and
notifies candidate