

Teaching Professor Reappointment, Rank and Promotion Processes

Thursday, March 20, 2025

WELCOME

Objectives

- provide an eligibility and process overview/reminder
- discuss how to assemble an effective file that represents you well and is useful to readers
- advice from school Teaching Professor Rank & Promotion committee members
- answer your questions

Question Bank- All will be answered in person or offline



<https://bit.ly/4hkeLbE>

Introductions

Faculty Development

Associate Provost: Amy Lueck

Former Committee Members: Promotion to Senior Lecturer

Melissa Donegan (English / CAS Committee)

Maryam Mobed-Miremadi (Bioengineering / SOE Committee)

Faculty Affairs

Associate Provost: Kitty Murphy

Director, Faculty Personnel: Laurene Skinner

Interfolio support

Katie Williams, Sr. Manager for Faculty Affairs

Lisa Taft, Sr. Lead Business Analyst, Faculty Affairs

Key Information Source

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2025-26
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2025-26 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2025-26

Location:

Provost > Faculty Affairs > Evaluation, Reappointment & Promotion page

SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT

TEACHING AND LEARNING ▾ RESEARCH ▾ FACULTY AFFAIRS ▾ INSTITUTIONAL EFFECTIVENESS ▾

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 +

Reappointment of Fixed-Term Faculty ▾

Lecturer Reappointment (JST only) ▾

Assistant Teaching Professor Reappointment ▾

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

Promotion

Expand all items +

Promotion to Associate Teaching Professor ▾

Promotion to Teaching Professor ▾

Key Information Source

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2025-26
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2025-26 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2025-26

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Promotion to Teaching Professor

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

- [University Procedures for Promotion to Senior Lecturer 2024-25](#) (also applies to promotion to teaching professor)
- [Promotion Resources from Faculty Development](#) (for Candidates)
- [Senior Lecturer Promotion - Procedures](#) (for Department Chairs, School Committees, Deans)

Interfolio Guides

Upload Your Materials
available: 247/365

- [Account Access](#)
- [Uploading Activities - Lecturers & Teaching-Track Faculty](#)

Importing Publication Citations from Google Scholar
Importing Publication Citations from ORCID
Importing Publication Citations from Web of Science

The videos will be updated with the Teaching Professor title for the Fall 2025 cycle. The guide below has been updated.

Review Your Promotion to Teaching Professor Case

available about one month before your petition deadline

- [Promotion to Teaching Professor Candidate Guide](#)

2:33 Reviewing Your Vita & Packet
1:51 Submitting Your Vita & Packet

Four scenarios: Same case, different standards

Reappointment only (spring or fall)

Reappointment and promotion to Associate simultaneously (spring or fall)

Promotion to Associate only (spring or fall)

Promotion to Full only (in fall)

Overview of Teaching Professor Line

Assistant



Associate



Full

- Appointed to 3-year terms
- Annual FAR (+ advice toward promotion)
- Reappointment review in 3rd year

- 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

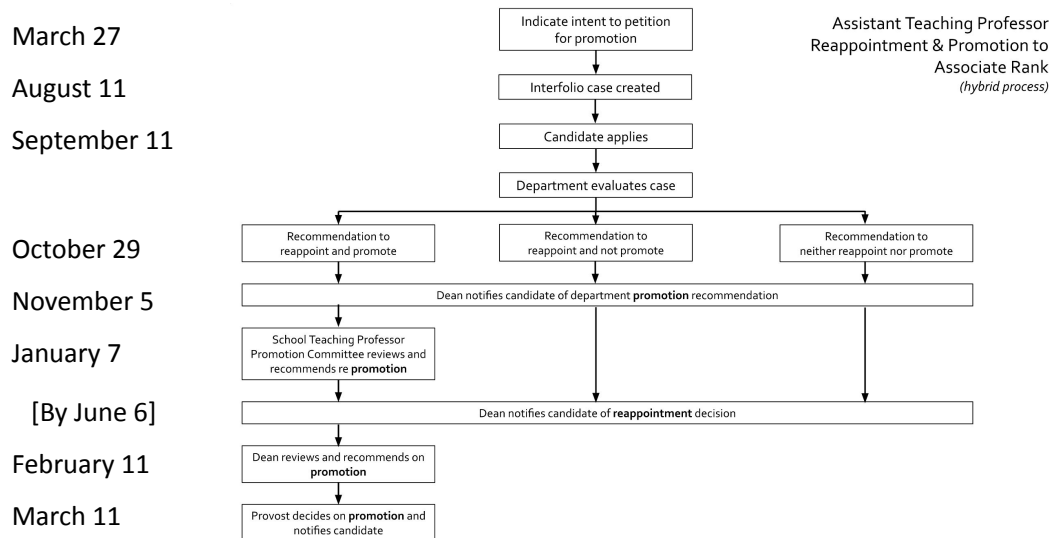
- ELIGIBLE to petition once they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 4 complete years of university teaching experience at 7+ courses

- Promotion requires superior performance in all three criteria
- Grants “continuing” status

- Negative promotion outcome is not grievable
- Termination is subject to just cause standard and is 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

Reappointment & Promotion Process & Timeline



Application Materials

- Evidence of Teaching
 - Syllabi for courses taught for the most recent appointment term
 - Course Evaluations: SET reports, narrative evaluations (if available)
 - Peer Evaluation: reports on direct observation of the candidate's teaching (if available)
 - Other evidence of superior teaching (assignments, exams, activities)
 - Mentoring and advising
- Evidence of professional activity
 - Scholarly contributions and creative productions, as well as plans
 - Professional activity (conferences, presentations, awards and honors)
 - Professional development (short courses, workshops, esp. for pedagogical development)
 - Grants (internal and external)
- Evidence of service contributions
- Faculty Activities Reports (FARs) and FAR Evaluation Letters

Standards

Collective Bargaining Agreement additions in red

Reappointment

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 (FH [3.4A.1.1](#))

Promotion to Associate

Not automatically granted for length of service

Recognition of an overall record of superior performance in the expectations of a Teaching Professor. **CBA Art. [10.D.1](#) adds:**

Indicates a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development.

Expectation of continued pedagogical and curricular development and service to the University in these areas and in advising and mentoring of students and colleagues.

We advise reviewers that 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 Full

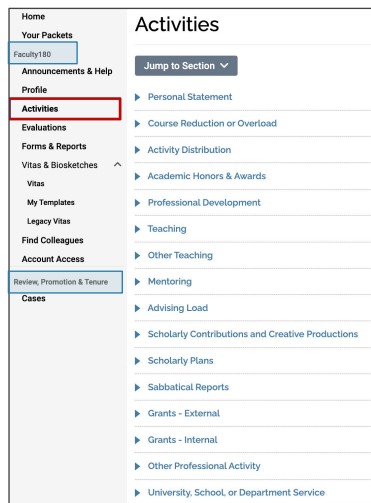
Not automatically granted for length of service

Recognition of an exemplary record of achievement.

Record of extraordinary teaching; meet or exceed the standards for reappointment of Lecturers as described in section [3.4A.1.1](#). (FH [3.4A.2.1](#)). **CBA Art. [10.D.2](#) adds:**

- A documented record of teaching quality, mentoring, and advising;
- A distinguished record of achievement in service (including University service) and professional activity;
- Recognition of exemplary teaching;
- Leadership in promoting the development, retention, and academic achievement of a diverse student body.

Submission of Materials in Interfolio



You upload your materials in Faculty180

- You have access 24/7/365
- Each activity category has instructions to guide you about what goes where

Notice that there are 2 modules in the left sidebar

- Faculty180** (where you put your materials)
- Review, Promotion & Tenure** - where your case is created and shared with your reviewers

Submission of Materials in Interfolio

The screenshot shows the Faculty180 Vitae interface. On the left is a sidebar with a navigation menu under the heading 'FACULTY180 VITAE'. The menu items are: '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', and 'Professional Development'. The main window displays a sample vita document for 'Bucky Bracco', a 'Promotion to Associate Teaching Professor' at 'bak@jcu.edu'. The document includes sections for 'Degrees' (M.F.A. in 2014, B.S. in 1996), 'Professional Licenses & Certifications' (2010), 'Current Position' (Professor), 'Work Experience' (2010-2016), 'CV Uploads' (Current CV), and 'Personal Statement' (Sep 2017 - Aug 2023).

About a month before your deadline, the Provost's Office creates your case

- The system-generated vita in the main window summarizes your activities for the period under review
- The left sidebar has links to all your uploaded documents
- Click on a file, and its contents will appear in the main (vita) window

You can revise your materials in Faculty180 up until you submit; just be sure to regenerate your case to pull those edits in to the RPT module. *You cannot edit your file after you submit your case.*

- Advice from recent committee members
- Q & A

We are here to help:

Catherine Murphy
Associate Provost for Faculty Personnel
& Policy
cmurphy@scu.edu

Amy Lueck
Associate Provost for Faculty Development
alueck@scu.edu

Interfolio

Katie Williams
Sr. Manager for Faculty Affairs
kfwilliams@scu.edu

Krissy Spence
Sr. Director, Faculty & Administration
Leavey School of Business
kspence@scu.edu

Lisa Taft
Sr. Lead Business Analyst, Faculty Affairs
ltaft@scu.edu

Policy

Laurene Skinner
Director, Faculty Personnel