



Teaching Professor Reappointment & Promotion 2025 Changes

Office of the Provost

Faculty Affairs & Faculty Development

January 28-29, 2025



SANTA CLARA UNIVERSITY

OFFICE OF THE PROVOST AND EXECUTIVE 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 ▾

Online Resources

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

Promotion

Expand all items +

Promotion to Associate Teaching Professor ▾

Promotion to Teaching Professor ▾

Tenure and Promotion Policies and Procedures for Tenure-Track Faculty ▾

Faculty Senate Rank, Tenure & Promotion Committees ▾



Assistant Teaching Professor Reappointment ^

- [University Procedures for Assistant Teaching Professor Reappointment](#) (reappointment only)
- [University Procedures for Assistant Teaching Professor Reappointment & Promotion](#) (hybrid process)
- Assistant Teaching Professor Reappointment & Promotion Resources from Faculty Development (for faculty candidates)
- Assistant Teaching Professor Reappointment & Promotion - Procedures (for Department Chairs, Deans & school committees)

Guide

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

Video Tutorial

[go to link at left]

Department

- Assistant Teaching Professor Reappointment Department Guide



x.x

Department Review & Chair's Submission

- [Department Report Template \(Assistant Teaching Professor Reappointment\)](#) (optional resource; you may use your own format)

For faculty petitioning both both reappointment and promotion to Associate Teaching Professor, please navigate to the Promotion section, where you will find Interfolio Guides for both the hybrid process and for the promotion only process.

Dean

- Assistant Teaching Professor Reappointment Dean Guide



x.x

Dean Review & Submission

Online Resources

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

Under each heading, you'll find

- the Procedure documents that guide your process,
- this slide deck for candidates and another that was used for chairs, deans, and school committees, and
- a section of Interfolio guides and video tutorials for each participant in the review process



Changes to Process

What we used to do

- Review RTLs in their 3rd RTL year for reappointment (full process)
- Full process in 6th year, simplified process thereafter every 6 years if performance was good
- Eligible for promotion to SL after successful 3rd year reappointment review + 9 years of $\geq .78$ FTE university teaching

What we will now do

- Review Assistant Teaching Professors in their 3rd year at rank for reappointment
- Reappointment review every 3 years thereafter
- Eligible for promotion to Associate after successful 3rd year reappointment review + 5 years of $\geq .78$ FTE university teaching
- Eligible for promotion to Teaching Professor (formerly SL) after successful 3rd year reappointment review + 9 years of $\geq .78$ FTE university teaching



Changes to Process

Procedural Change

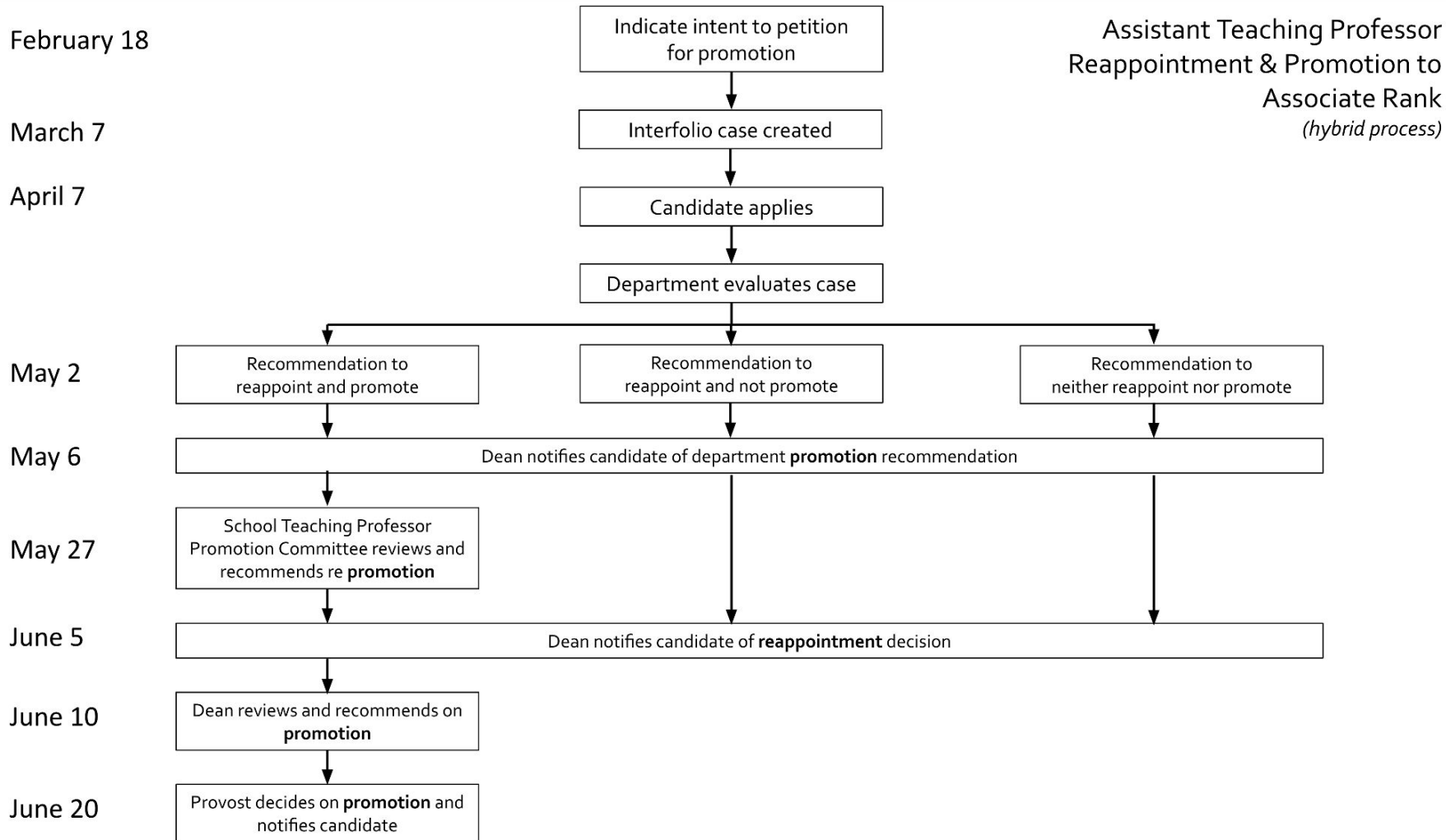
- Some Assistant Teaching Professors have satisfied or will satisfy the 5 year teaching requirement by the time of the reappointment review
- They will be eligible for a hybrid process so that they will be reviewed for reappointment and promotion simultaneously
- This year, review will occur in spring
- Starting next year, reappointment and promotion review will occur in fall

What we will now do

- Review Assistant Teaching Professors in their 3rd year at rank for reappointment
- Reappointment review every 3 years thereafter
- Eligible for promotion to Associate after successful 3rd year reappointment review + 5 years of $\geq .78$ FTE university teaching
- Eligible for promotion to Teaching Professor (formerly SL) after successful 3rd year reappointment review + 9 years of $\geq .78$ FTE university teaching



SANTA CLARA UNIVERSITY





SANTA CLARA UNIVERSITY

Assistant Teaching Professor Reappointment only

March 7

Interfolio case created

April 7

Candidate applies

Department evaluates case

May 2

Recommendation
to reappoint

Recommendation
not to reappoint

June 5

Dean notifies candidate of **reappointment** decision

Faculty member gets
terminal year contract



SANTA CLARA UNIVERSITY

February 18

Indicate intent to petition for promotion

Assistant Teaching Professor
Promotion to Associate Rank

March 7

Interfolio case created

April 7

Candidate applies

Department evaluates case

May 2

Recommendation to promote

Recommendation not to promote

May 6

Dean notifies candidate of department **promotion** recommendation

May 27

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

June 10

Dean reviews and recommends on **promotion**

June 20

Provost decides on **promotion** and notifies candidate



Reappointment & Promotion Criteria

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.

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. (CBA Art. [10.D.1](#))

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. 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.



Department Recommendation (& Report)

Reappointment:

- “The department shall either ‘highly recommend,’ ‘recommend,’ or ‘not recommend’ reappointment.”

Promotion to Associate:

- “The ballot must indicate ‘highly recommend,’ ‘recommend,’ or ‘do not recommend’ promotion.”
- A “do not recommend” decision from the department stops the promotion petition process

Hybrid Process:

- In addition to the separate recommendations above, the department indicates “reappoint and promote,” “reappoint and do not promote,” or “do not reappoint or promote”



Things to Consider

- Are you ready to go up for promotion given period of review?
- Have you discussed your plans to petition for promotion with your department chair and senior faculty?
- Do you have enough evidence to meet the criteria?
- Do you know what kind of evidence of teaching effectiveness, professional activity and service your department values, and what constitutes “superior” performance in your department?
- If you do not get promoted you can re-apply 3 years later
 - this is true for promotion to full
 - there is some discussion about whether this should apply to promotion to associate



Submission of Materials in Interfolio

- **Uploading Activities** - Candidates add evidence for teaching, professional activity, and service through the “Activities” section of Interfolio’s “Faculty180” module, including additional material if they choose (e.g., personal statement or index to materials). Upload your FARs and FAR evaluation letters as well.
- **Submission** - The Provost’s Office creates a case for each candidate in Interfolio’s “RPT” module. It automatically pulls in materials from Faculty180 for the period under review. The Provost’s Office also adds the comparative summary SET analysis.



Submission of Materials in Interfolio

Bucky Bronco [Return to Case](#)

[Download](#) [Search](#)

Packet Annotations

▼ FACULTY180 VITAE

Lecturer Reappointment

▼ Attachments from Lecturer Reappointment

- Course Reduction
- Professional Development
- Teaching
 - W22 ENGL 12A Syllabus.pdf
 - W22 ENGL 12A Assignment.pdf
 - W22 ENGL 12A Exam.pdf
 - W22 ENGL 12A SET.pdf
 - W22 ENGL 12A Student Narrative Eval.pdf
 - W22 ENGL 12A Word test.docx
 - W22 ENGL 12A Powerpoint test.pptx
 - W22 ENGL 12A Excel test.xlsx
 - <https://webpages.scu.edu/ftp/cmurphy/courses/sc...>
 - W22 ENGL 12A Screengrab test.png
 - W21 PMIN 210 Website.docx
 - W21 PMIN 210 Website (link version).docx
 - W22 ENGL 132 Syllabus.pdf

Bucky Bronco
Fall 2020 - Spring 2022
Lecturer Reappointment
0000000000
bucky@scu.edu

Current Position
Position: Professor

Degrees

2014	M.F.A., Discipline Name, Institution Name, City, Kansas, United States
1996	B.S., Discipline Name, Institution Name, City, Kansas, United States

Biography

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dignissim libero augue, scelerisque egetis arcu tristique et. Proin non tellus ut orci tristique ullamcorper. Etiam non hendrerit ipsum. Phasellus dictum orci felis, nec feugiat quam fermentum ultricies. Sed nec dignissim massa. Donec hendrerit enim tortor, vitae aliquam erat aliquam a. Aenean non auctor lectus. Curabitur rutrum blandit necton.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dignissim libero augue, scelerisque egetis arcu tristique et. Proin non tellus ut orci tristique ullamcorper. Etiam non hendrerit ipsum. Phasellus dictum orci felis, nec feugiat quam fermentum ultricies. Sed nec dignissim massa. Donec hendrerit enim tortor, vitae aliquam erat aliquam a. Aenean non auctor lectus. Curabitur rutrum blandit necton.

Professional Licensures & Certifications

2010	Title, Organization Name
------	--------------------------

Membership

2014 - Ongoing	Organization Name
----------------	-------------------

Course Reduction

Winter 2020 - Spring 2020

Assignment Title	Sabbatical Leave, # of course releases- 4, # of Units: 12, Granted by: dean,
Description:	Two-quarter sabbatical leave to research new book.

Academic Honors & Awards

Fall 2020

Name/Title	Service Award, Organization / Agency Conferred By: Faculty Development,
Description:	Recognition of exceptional service to colleagues assisting with the conversion of course materials to online delivery in the first COVID term.

What your case will look like

- 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.*



Resources for Peer Evaluation

Faculty Development's **Digital Resources for Teaching (DRT)** include resources to help your department with [peer evaluation of teaching](#)