


 SANTA CLARA UNIVERSITY


**Assistant Teaching Professor
Reappointment & Promotion to Associate**

Principles, Standards, Procedures, & Best Practices
Spring 2025 Cycle




Office of the Provost
March 18, 2025

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Overview

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 **SANTA CLARA UNIVERSITY**

Overview of Teaching Professor Line

Assistant


➔

Associate


➔

Full


<ul style="list-style-type: none"> Appointed to 3-year terms Annual FAR (+ advice toward promotion) Reappointment review in 3rd year Determined at the point of hire 	<ul style="list-style-type: none"> ELIGIBLE to petition once they have <ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ELIGIBLE to petition when they have <ul style="list-style-type: none"> ✓ 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
<ul style="list-style-type: none"> 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 	<div style="border: 1px solid #4a7ebb; padding: 5px; background-color: #e6f2ff;"> <ul style="list-style-type: none"> Negative promotion outcome is not grievable Termination is subject to just cause standard and is grievable Subsequent FARs on dean/faculty-approved cycle </div>	


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Prior Years of University Teaching determined at point of hire



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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 (7.8 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
kmurphy@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


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Reappointment Review is set by the calendar

- It happens in the third year of appointment as Assistant Teaching Professor
- In the past and this year, the reappointment review happens in the Spring
- Starting next year, it will happen in the Fall




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Promotion Review is elective, and candidates have to meet eligibility requirements

Eligibility Criteria	Promotion to Associate Teaching Professor	Promotion to Teaching Professor
Current Rank	Assistant Teaching Professor	Associate Teaching Professor
Successful 3 rd year reappointment review	completed or underway	completed
Credited years of university teaching at 7-course (.78FTE) load when petitioning	At least 4 completed years	At least 8 completed years
Credited years of university teaching when rank begins	5	9




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How Promotion Differs from the Past

Eligibility Criteria	Promotion to Associate Teaching Professor	New processes
Current Rank	Assistant Teaching Professor	
Successful 3 rd year reappointment review	completed or underway	
Credited years of university teaching at 7-course (.78FTE) load when petitioning	At least 4 completed years	
Credited years of university teaching when rank begins	5	



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Three Types of Cases This Spring


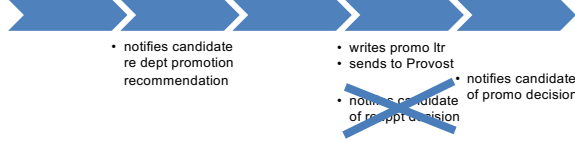
	Dept	Dean	School Cmte	Dean	Provost
1. Reappointment (only)	 <ul style="list-style-type: none"> discusses with Provost and notifies candidate of reappt decision 				
2. Reappointment + Promotion (hybrid process)	 <ul style="list-style-type: none"> notifies candidate re dept promotion recommendation writes promo ltr sends to Provost notifies candidate of promo decision notifies candidate of reappt decision 				


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Three Types of Cases This Spring


	Dept	Dean	School Cmte	Dean	Provost
1. Reappointment (only)	 <ul style="list-style-type: none"> • discusses with Provost and notifies candidate of reappt decision 				
2. Reappointment + Promotion (hybrid process)	 <ul style="list-style-type: none"> • notifies candidate re dept promotion recommendation • writes promo ltr • sends to Provost • notifies candidate of promo decision 				
3. Promotion (only)	<p><i>same as hybrid process except</i></p> <p><i>No promotion to (full) cases; only to Associate Teaching Professor</i></p>				

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Governing Documents

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Reappointment & Promotion Procedures Governing Documents

University Procedures for particular process (which collate FH & CBA)


- Reappointment (only) – [link](#)
- Reappointment & Promotion (hybrid) – [link](#)
- Promotion (only) - [link](#)

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](#))

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Standards

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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

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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




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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]




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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).”

University Procedures documents for Reappointment & Promotion




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Evaluation of Teaching


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 - Student evaluations
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Required for FARs, so should be in Interfolio already

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




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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]*




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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




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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






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Procedures

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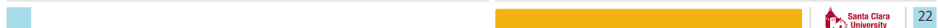

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Reappointment & Promotion Procedures Department Participation






- “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.” (full) Teaching Professors *Faculty Handbook 3.4A.1.3**
- “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)


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Department Evaluation of Candidates		
Reappointment	Reappointment & Promotion (hybrid)	Promotion
Meet to discuss	Follow promotion rules for meeting	Meet to discuss; majority must meet, must be present to vote
Consensus decision (no vote tally): <ul style="list-style-type: none"> • <i>highly recommend</i> • <i>recommend, or</i> • <i>not recommend</i> reappointment 	Consensus on reappointment + confidential ballot on promotion	Confidential ballot (tally will be included in report): <ul style="list-style-type: none"> • <i>highly recommend</i> • <i>recommend, or</i> • <i>not recommend</i> promotion
Single report with department recommendation and explanation of it	Single report with department reappointment and promotion recommendations with single explanation; all participants sign	Single report with department recommendation and explanation of it; all participants sign
Chair sends case to Dean	Chair sends case to Dean	Chair sends case to Dean
		 

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Department Report	
<ul style="list-style-type: none"> • The chair will submit two items in Interfolio: <ol style="list-style-type: none"> 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). 	
<p>Reappointment (only): one consensus recommendation (no tally), one report, no signature page</p>	
<p>Hybrid reappointment + promotion cases: two recommendations (one consensus, one a vote tally), one report, signature page</p>	
<p>Promotion (only): one recommendation (vote tally), one report, signature page</p>	
<ul style="list-style-type: none"> • The chair will submit all materials through Interfolio by May 2, 2025 	
	  

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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, 2025**).
- If the decision is negative, the candidate will receive a final one-year appointment.

University Procedures for Assistant Teaching Professor Reappointment


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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.”

Faculty Handbook 3.4A.2.3

- If the recommendation of the department is positive, the Dean will send the case to the school committee.

Faculty Handbook 3.4A.2.3


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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]

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Promotion: Dean Recommends, Provost Decides


By June 10, 2025: The dean adds his or her promotion recommendation and sends the case to the Provost in Interfolio.

By June 20, 2025: 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:

- 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 Department may advise (1-3 years)

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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

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Policies, Procedures, and Timeline

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

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OFFICE OF THE PROVOST AND EXECUTIVE VICE
PRESIDENT

TEACHING AND LEARNING | RESEARCH | FACULTY AFFAIRS | INSTITUTIONAL EFFECTIVENESS | ABOUT THE PROVOST

Evaluation, Reappointment & Promotion

Faculty Handbook 3.4 describes the standards and processes for the periodic evaluation of faculty. Periods of review and terms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

Faculty Activities Reporting

Reappointment

Upcoming Events

- Assistant Teaching Professor Reappointment & Promotion Procedures, Meeting
- Reappointment and Promotion in the Teaching Professor Rank

Promotion

Assistant Teaching Professor Reappointment

- University Procedures for Assistant Teaching Professor Reappointment (reappointment only)
- University Procedures for Assistant Teaching Professor Reappointment & Promotion (hybrid process)
- Teaching Professor Reappointment & Promotion - Spring 2025 (Candidates)
- Teaching Professor Reappointment & Promotion (Chairs, Committees, Deans)

Guide | Video Tutorial


Faculty - Evidence Entry & Case Review

Department


- Assistant Teaching Professor Reappointment Department Guide
- Department Recruit Template (Assistant Teaching Professor Reappointment) (optional resource; you may use your own format)

Dean

- Assistant Teaching Professor Reappointment Dean Guide

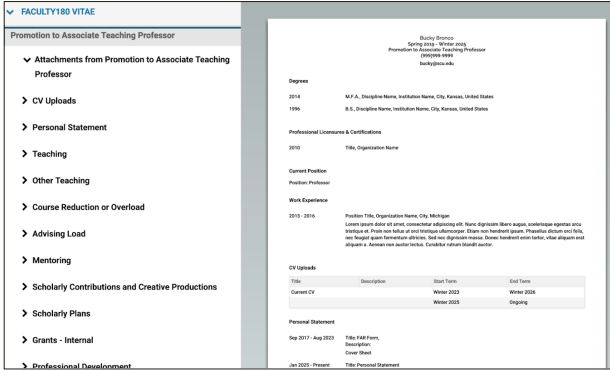
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Interfolio



- 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.



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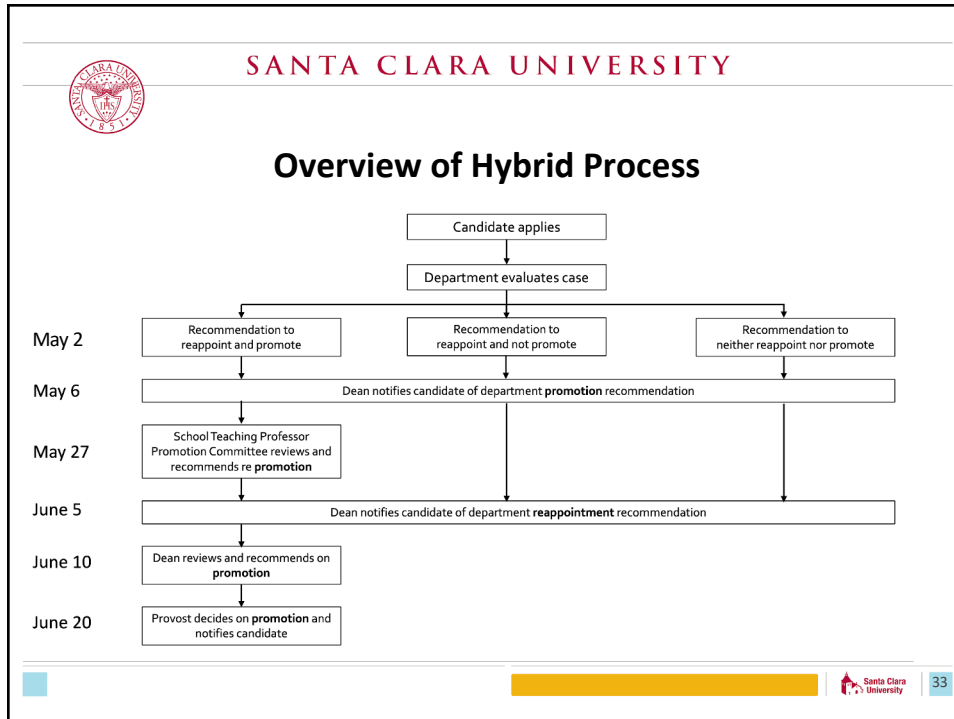


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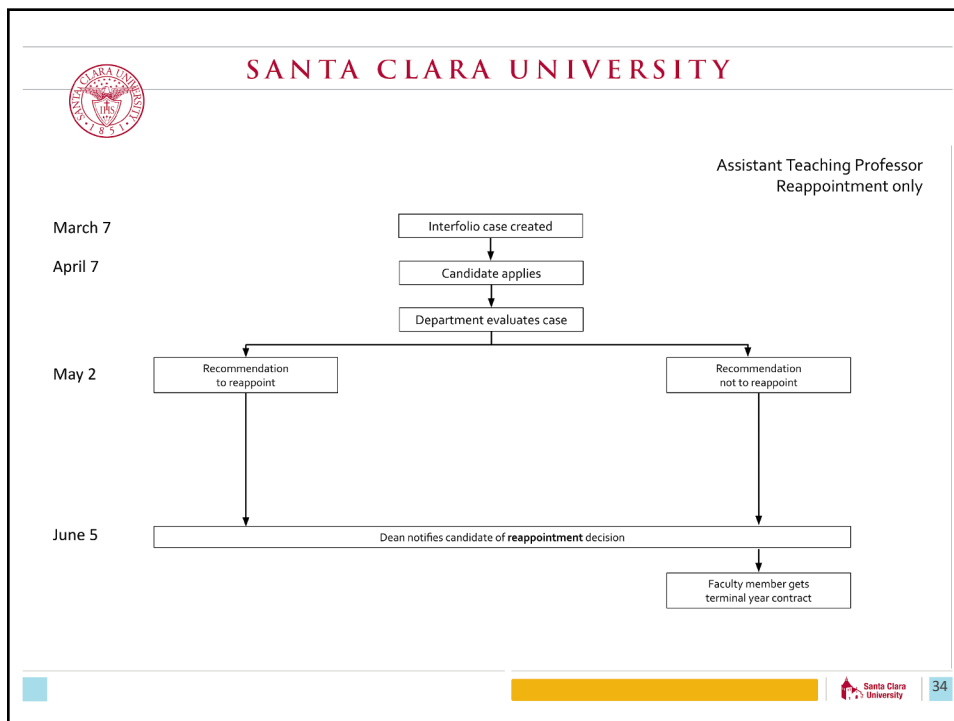
Workflows


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