

University Procedures for Assistant Teaching Professor Reappointment Spring 2025

Reappointment

An Assistant Teaching Professor appointment is made for an initial term of three years. Subsequent terms of three years are contingent on successful reappointment reviews (Collective Bargaining Agreement Art. [10.B.3](#); Faculty Handbook [3.1.2.1.2](#)¹). With approval of the Provost, a College or School may adopt a policy that establishes different terms of appointment. Reappointment is contingent upon superior performance.

In addition to meeting the requirements set in 3.1.2.1.2, Assistant Teaching Professors seeking reappointment to another renewable term must demonstrate superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching. The standards for reappointment of Assistant Teaching Professors are described in [3.4A.1.1](#) of the Faculty Handbook² and Article [11.D](#) of the Collective Bargaining Agreement.

General Procedures

As noted above, reappointment is contingent upon superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to your primary responsibility for teaching. Definitions of these three criteria may be found in Faculty Handbook [3.4A.1.1](#)³ and Article [11.D](#) of the Collective Bargaining Agreement.

1. Target Dates for Reappointment

- | | |
|---------------------|--|
| October 3, 2024 | The Provost's Office with the dean's offices identifies Assistant Teaching Professors who are in the last year of a term of appointment. |
| January 17, 2025 | The candidate is notified in writing by the Provost of their upcoming reappointment review. |
| January 28-29, 2025 | Information sessions for candidates for reappointment as Assistant Teaching Professor, and for those eligible for a hybrid reappointment/promotion process (hosted by Faculty Affairs): <ul style="list-style-type: none">• Tuesday, January 28, 12:15-1:15 pm, Varsi 222 (rsvp)• Wednesday, January 29, 12:00-1:00 pm, Zoom only (rsvp) <p><i>RSVP to receive the Google calendar invitation and zoom link</i></p> |

Note: These early sessions are offered to inform faculty of new procedures in advance of the submission deadline on April 7. An additional session will be offered on March 20 for those eligible for Spring or Fall 2025 review.

- | | |
|---------------|---|
| March 7, 2025 | The Provost's Office creates a case in Interfolio and shares it with the candidate. |
|---------------|---|

¹ A pending revision to this section of the Faculty Handbook rennumbers this section 3.1.2.1.2.1 and changes the title from "Lecturer" to "Assistant Teaching Professor."

² Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

³ See n. 2 above.

March 18, 2025	Procedure meeting for chairs and deans, hosted by the Provost (12:00-1:00 p.m., Lucas 107). The meeting will cover procedures for three types of case: reappointment only, promotion to Associate only, and the hybrid reappointment/promotion process.
March 20, 2025	Information session for Fall 2025 candidates for reappointment as Assistant Teaching Professor, and candidates for promotion to Associate and full Teaching Professor, hosted by Faculty Development (12:15-1:15 p.m., Benson Parlors B & C). Spring 2025 candidates are welcome to attend.
March 27, 2025	An Assistant Teaching Professor who is requesting to submit an application in Fall 2025 for promotion to Associate Teaching Professor after or in conjunction with their third year reappointment review must complete and submit this form no later than March 27, 2025. Requests received after March 27 will not be accepted for this petition cycle.
March 31, 2025	Process chair provides names of faculty participating in review to the Provost's Office (kfwilliams@scu.edu).
April 7, 2025	Deadline for Spring 2025 reappointment candidates to submit their case in Interfolio (8:59 p.m.).
May 2, 2025	The department makes a reappointment recommendation and sends the case to the dean in Interfolio.
May 2025	The dean consults with the Provost about reappointment cases.
June 5, 2025	The dean notifies the candidate of the reappointment decision via email and uploads the decision letter to the case. If the decision is negative, the candidate will receive a final one-year appointment.

2. *Procedure for the Candidate*

Candidates should carefully review the *Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty* in Section [3.4A](#) of the Faculty Handbook and Article [11.D](#) of the Collective Bargaining Agreement.

Candidates must provide application materials electronically in Interfolio by the deadline listed above. The application for reappointment should include supporting documentation that will provide evidence of superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching.

The candidate may upload these materials in Interfolio's Faculty180 module at any time during the year. Approximately a month before the reappointment application deadline, the candidate's case will be built automatically in Interfolio's RPT module, incorporating all entries from Faculty180 for the *most recent appointment term*. The candidate will be able to review their case and make adjustments up until the deadline in Faculty180; regenerating the RPT case will pull any Faculty180 changes into the case.

The application must include the following materials, submitted electronically, for the most recent appointment term (Faculty180 sections are designated below with a ►).

Evidence of Superior Teaching

- ▶ Teaching
 - Include evidence of superior teaching for each distinct course under the teaching section. Materials must include:
 - Syllabus: course syllabi for each course⁴
 - Course Evaluation: SET reports⁵, narrative evaluations (if available)
 - Peer Evaluation: letters or other reports on the direct observation of teaching (if available)
 - Other: 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)
- ▶ Other Teaching (include evidence of curricular development, contributions to the learning environment, teaching awards or honors)

Evidence of Professional Activity *(some evidence required; you may not use all categories)*

- ▶ Scholarly Contributions and Creative Productions
- ▶ Scholarly Plans (for publication/creative production)
- ▶ Other Professional Activity (conference attendance and presentations, professional practice, awards or honors)
- ▶ Professional Development (short courses, workshops, conferences designed to bring faculty up-to-date in their discipline or to advance pedagogical development)
- ▶ Grants - External (use if you have received grants)
- ▶ Grants - Internal (use if you have received grants)

Evidence of Service Contributions

- ▶ University, School, or Department Service
- ▶ Major Professional Service
- ▶ Major Community Service
- ▶ Administrative Service

Faculty Activities Reports

- ▶ Historical FARs & FAR Evaluation Letters (include your original FARs **and** your annual evaluation letters from the department)

A chronological listing of courses taught by year including enrollments will be provided within Faculty180 and will appear in the case. If a majority of the candidate's teaching is done outside of the traditional classroom, the candidate should provide additional evidence such as narrative evaluations. A personal statement and CV may be submitted but are not required (if you do include them, please use the designated activities categories in Faculty180). Letters from external reviewers are not allowed as part of the file unless approved in advance by the dean. Other supporting materials are not required.

Candidates may not add or remove any application materials after the deadline.

⁴ PDF format for course materials is recommended; see the [guide](#) for converting Camino course materials to PDF format. If you link to online materials, we recommend pointing reviewers to specific artifacts using a Word document with links (in the [video guide](#) for uploading materials to Faculty180, you will find instructions at 3.17). Please note: Academic Technology makes courses inaccessible on Camino after one year and one term.

⁵ You are responsible to upload your individual SET reports for each class. The Provost's Office will supply a SET analysis that collates your numerical results across the review period, comparing these to results in your department and school. This report will be uploaded to your case before your submission deadline, for your review.

The dean shall notify the candidate of the decision in writing. The process for reconsideration of a negative reappointment decision is described in section [3.4A.1.4](#) of the Faculty Handbook.

It is recommended that the candidate upload the notification letter(s) to the “Reappointment & Promotion Decision Letters” activities category in Faculty180/Interfolio.

3. Procedure for the Department for Reappointment Review

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers ([3.4A.1.3](#))⁶ which informs these Guidelines. Specifically, each department shall review these applications in accordance with procedures set by the dean. As the department reviews the candidate’s application, the Standards for Reappointment of Lecturers ([3.4A.1.1](#))⁷ and Article [11.D](#) of the Collective Bargaining Agreement should guide a comprehensive evaluation of the application.

All tenured faculty and Teaching Professors in the applicant’s department shall be eligible to participate in the review of applications. 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. If such a committee is to be elected, approval of the dean should be requested no later than a week before the candidates’ submission deadline. The process chair in each department will notify Provost’s Office staff of the names of faculty participating in the review no later than a week before the candidate’s submission deadline, so that their names can be added to the Interfolio case.

All application materials should be carefully considered.

The department or committee must meet to discuss the strengths and weaknesses of the candidate. The department shall either *highly recommend*, *recommend*, or *not recommend* reappointment. The department will prepare a single report, indicating the overall recommendation for reappointment (without a vote tally) at the beginning, followed by an explanation of the recommendation. This document may be prepared and shared on Google Drive (with access restricted to participants) until it is complete. A template for the report is available at the Reappointment section of the [Evaluation, Reappointment & Promotion](#) page on the Provost Office website, in the “Teaching Professor Reappointment” section.

The process chair shall convey the recommendation and report of the department to the dean through Interfolio by the deadline listed above:

- 1) Completing a form indicating the overall recommendation of the department (highly recommend, recommend, do not recommend), and
- 2) Uploading the report in PDF form.

After consulting with the Provost, the dean shall make the final decision about reappointment and inform the candidate of that decision in writing via email by June 5.

⁶ A pending revision of this Faculty Handbook section is tentatively titled “Procedures for Review of Reappointment Applications” and will correct the job title from the former Lecturers (for Renewable-term Lecturers) to Assistant Teaching Professors.

⁷ Currently titled “Standards for Reappointment of Lecturers,” a pending revision to this section of the Handbook replaces “Lecturers” with “Assistant Teaching Professors.”

4. *Procedure for the Dean (Dean Decision step)*

After consulting with the Provost, the dean shall make the final decision and inform the candidate of that decision in writing. The dean will upload the notification letter to the case in Interfolio and change the status of the case. Provost's Office staff will subsequently close the case.