

**University Procedures for Assistant Teaching Professor Reappointment  
and Promotion to Associate Teaching Professor  
Hybrid Process • 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](#)<sup>1</sup>). 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 Handbook<sup>2</sup> and Article [11.D](#) of the Collective Bargaining Agreement.

**Promotion to Associate Teaching Professor**

An Assistant Teaching Professor who intends to submit their reappointment materials in consideration of both reappointment and promotion (“hybrid process”) must complete and submit this [form](#) no later than February 18, 2025 for Spring promotion consideration. Requests received after February 18 will not be accepted for this petition cycle (the next petition cycle will be in Fall 2025, with a March 27, 2025 deadline to indicate intent to apply). The form alerts the chair, dean and Provost’s Office that you intend to be considered for promotion, which unlike reappointment review is at your discretion provided that you meet the following eligibility requirements:

1. The candidate must currently be in an Assistant Teaching Professor position.
2. The candidate must have five years of full-time service as a renewable-term Lecturer or Assistant Teaching Professor at the University, or equivalent academic experience, by the time the promotion would take effect. The five years of service must be at seven courses or more per academic year each year. Equivalent academic experience is determined on a case-by-case basis by the Provost, in the appeal of placement in rank process that occurred in Summer 2024 for then-current employees, or thereafter at the point of hire.
3. The completion of at least one 3-year review cycle as a renewable-term Lecturer or Assistant Teaching Professor at Santa Clara University is required (Article [10.D.1](#) of the Collective Bargaining Agreement<sup>3</sup>).

Promotion to the rank of 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” (Article [10.D.1](#) of the Collective Bargaining Agreement).

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<sup>1</sup> 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.”

<sup>2</sup> Currently titled “Standards for Reappointment of Lecturers,” a pending revision to this section of the Handbook replaces “Lecturers” with “Assistant Teaching Professors.”

<sup>3</sup> A pending revision of the Faculty Handbook creates a section 3.1.2.1.2.2 to describe the requirements for the Associate Teaching Professor position.

## General Procedures

As noted above, reappointment and promotion are both 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](#)<sup>4</sup> and Articles [10.D.1](#) and [11.D](#) of the Collective Bargaining Agreement.

### 1. Target Dates for Reappointment & Promotion Procedure (hybrid process)

- 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. The notification will include if they are eligible for a hybrid reappointment and promotion review in Spring 2025.
- 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):
- Tuesday, January 28, 12:15-1:15 pm, Varsi 222 ([rsvp](#))
  - Wednesday, January 29, 12:00-1:00 pm, Zoom only ([rsvp](#))
- RSVP to receive the Google calendar invitation and zoom link*

Note: These early sessions are offered to inform faculty of new procedures in advance of the decision deadline for those eligible for a hybrid reappointment and promotion review in Spring 2025. An additional session will be offered on March 20 for those eligible for Spring or Fall 2025 review.

- February 18, 2025 An Assistant Teaching Professor who is requesting to submit an application **in Spring 2025** for promotion to Associate Teaching Professor in conjunction with their third-year reappointment review must complete and submit this [form](#) no later than February 18, 2025. Requests received after February 18 will not be accepted for this petition cycle. (There will also be a March 27, 2025 deadline to indicate intent to petition for promotion in Fall 2025. From Fall 2025 on, the deadline for reappointment review and promotion petitions for both Associate and full rank will be in Fall only.)
- March 7, 2025 The Provost's Office creates a case in Interfolio and shares it with the candidate.
- 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 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. (After this calendar year, there will be only one annual deadline in late March for this indication of intent).

<sup>4</sup> See n. 2 above.

March 31, 2025	Process chair provides names of faculty participating in review to the Provost's Office ( <a href="mailto:kfwilliams@scu.edu">kfwilliams@scu.edu</a> ).
April 7, 2025	Deadline for Spring 2025 candidates for reappointment and promotion to submit a single case for reappointment review and promotion consideration in Interfolio (8:59 p.m.).
May 2, 2025	The department makes a reappointment recommendation as well as a promotion recommendation to the dean in Interfolio. A form in the case will give them the following options: reappoint and promote, reappoint and do not promote, do not reappoint and do not promote. The promotion recommendation will include the customary options (highly recommend, recommend, do not recommend).
May 6, 2025	<u>Promotion</u> : The dean notifies the candidate of department promotion recommendation via email and uploads the notification to the case. If the department recommends promotion, and if the dean agrees with the department's reappointment recommendation (which in this case will presumably be positive), the dean sends the case to the school committee in Interfolio.
May 2025	<u>Reappointment</u> : The dean consults with the Provost about reappointment cases.
May 27, 2025	<u>Promotion</u> : The school committee adds its promotion recommendation to the case and forwards the case to the dean in Interfolio.
June 5, 2025	<u>Reappointment</u> : 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.
June 10, 2025	<u>Promotion</u> : The dean adds his or her promotion recommendation and sends these cases to the Provost in Interfolio.
June 20, 2025	<u>Promotion</u> : The Provost notifies the candidate of the promotion decision via email. Provost's Office staff upload the decision letter to the case.

## 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 Articles [10.D.1](#) and [11.D](#) of the Collective Bargaining Agreement.

Candidates must provide application materials electronically in Interfolio by the deadline listed above. The single application for reappointment and promotion (hybrid process) 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. Per CBA [10.D.1](#), for promotion consideration the materials should also provide evidence of a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development.

The candidate may upload these materials in Interfolio's Faculty180 module at any time during the year. Approximately a month before the reappointment/promotion application deadline, the candidate's case will be built automatically in Interfolio's RPT module, incorporating all entries from Faculty180 since initial appointment as an Assistant Teaching Professor. If the period since initial appointment exceeds six years, only the most recent six years will be included in the promotion petition. 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 period under review (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 course<sup>5</sup>
    - Course Evaluation: SET reports<sup>6</sup>, 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.

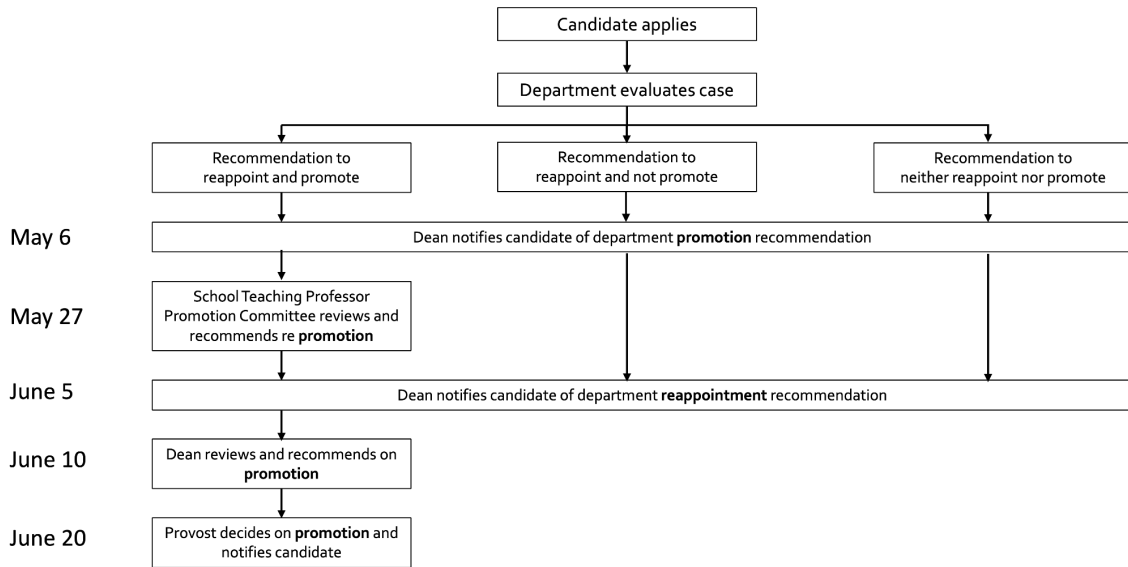
Candidates may not add or remove any application materials after the deadline.

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<sup>5</sup> 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.

<sup>6</sup> 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 subsequent steps depend on the outcome of the department recommendation:



The process for reconsideration of a negative reappointment decision is described in section [3.4A.1.4](#) of the Faculty Handbook. The process for reconsideration of a decision not to promote is described in section [3.4A.2.4](#) of the Faculty Handbook.<sup>7</sup>

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 and Promotion Review (hybrid process)

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers ([3.4A.1.3](#))<sup>8</sup> and for Promotion to Senior Lecturer ([3.4A.2.3](#)), which inform the new hybrid process for reappointment and promotion to Associate Teaching Professor.<sup>9</sup> 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](#))<sup>10</sup> and Articles [10.D.1](#) and [11.D](#) of the Collective Bargaining Agreement should guide a comprehensive evaluation of the application. Before reviewing applications for promotion to Associate Teaching Professor, all department members participating in the review should carefully review the sections of the Collective Bargaining Agreement describing the Teaching Professor position in general and the Associate Teaching Professor in particular (Art. [10.B.3](#)), the CBA section on Presumption of Continuing Employment (Art. [10.B.4](#)), and the Faculty Handbook and CBA section on standards for reappointment and promotion referenced above.

<sup>7</sup> A pending revision of these Faculty Handbook sections would redesignate the first “Reconsideration of a Decision Not to Reappoint an Assistant Teaching Professor”; the second would be renumbered 3.4A.2.5 and its title changed to “Reconsideration of a Decision Not to Promote in the Teaching Professor Ranks.”

<sup>8</sup> 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.

<sup>9</sup> A pending revision of this Faculty Handbook section would renumber it 3.4A.2.4, redesignate it “Procedures for Review of Applications for Promotion in the Teaching Professor Ranks,” and treat both promotion to Associate Teaching Professor and Teaching Professor within the same section.

<sup>10</sup> Currently titled “Standards for Reappointment of Lecturers,” a pending revision to this section of the Handbook replaces “Lecturers” with “Assistant Teaching Professors.”

All tenured faculty and Teaching Professors in the applicant's department shall be eligible to participate in the review of applications. Faculty on leave may choose either to be excused or to participate in the promotion process. A faculty member who asks to be excused may not participate in any part of the process. 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.

For candidates who also have an assignment or a joint appointment in a non-academic program, the department chair shall request and obtain an especially thorough evaluation of the candidate's performance in that non-academic role from the director of the non-academic program. This evaluation shall be added to the Department Review section of the candidate's case in Interfolio and shall be reviewed by the department.

All application materials should be carefully considered.

The department or committee must meet to discuss the strengths and weaknesses of the candidate. A majority must be present to conduct the meeting. A faculty member must attend the meeting to vote. At the conclusion of the discussion, two separate votes will be taken, one on the reappointment recommendation and a second vote (which must be by confidential ballot) on the promotion recommendation. Both ballots must indicate *highly recommend*, *recommend*, or *do not recommend*. The process chair will report the recommendation to those present orally (not by email), and record the tally.

The department will prepare a single report, indicating the overall recommendation for reappointment (without a vote tally) and the recommendation for promotion to Associate Teaching Professor (with vote tally) at the beginning, followed by an explanation of the recommendations based on the department discussion of the evidence in the case. All participating faculty will sign the report, either by hand, or by adding an image of their signature to the document. 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 Promotion section of the [Evaluation, Reappointment & Promotion](#) page on the Provost Office website, in the "Promotion to Associate Teaching Professor" section.

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

- 1) Completing a form indicating the overall recommendations of the department (reappoint and promote, or reappoint and do not promote, or do not reappoint), and the tally of the promotion ballots without attribution, and
- 2) Uploading the report with a signature page 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.

#### **4. Procedure for the Dean (Dean Notification to Candidate steps)**

By May 6, the dean will notify the candidate via email if the department recommendation for promotion is positive or negative, and upload the decision letter to the candidate's case in Interfolio (at the Dean Notification step). No notice of the reappointment decision is required at this time, although the letter due to the candidate by June 5, 2025 may be included in this earlier notice as long as the requirement to discuss the reappointment decisions with the Provost has been completed.

If the recommendation for promotion is negative, the process will stop; the dean will notify the Provost's Office to close the case after they have notified the candidate of the reappointment and promotion decisions and uploaded the notifications to the case.

If the recommendation of the department is positive for promotion, the dean, on behalf of the chair, will send the case forward to the School Teaching Professor Promotion Committee, which has been elected by eligible faculty in the college or school.<sup>11</sup>

#### **5. Procedure for the School Teaching Professor Promotion Committee<sup>12</sup>**

This committee shall be different from the college or school Rank and Tenure Committee. When possible, each committee shall consist of five members, with the majority being Teaching Professors and at least one tenured faculty member. If there are fewer than three Teaching Professors in the college or school eligible to serve, the committee shall consist of the three tenured faculty members and two, one or no Teaching Professors (section [2.11.2.3](#) of the Faculty Handbook).

Before reviewing applications, the college or School Teaching Professor Promotion Committee should carefully review the sections of the Collective Bargaining Agreement describing the Teaching Professor position in general and the Associate Teaching Professor in particular (Art. [10.B.3](#)), the Presumption of Continuing Employment (Art. [10.B.4](#)), and Promotion from Assistant Teaching Professor to Associate Teaching Professor (Article [10.D.1](#)). In addition, they should review the section of the Faculty Handbook on Standards for Reappointment of Lecturers ([3.4A.1.1](#))<sup>13</sup> and CBA Article [11.D](#) (on performance standards for non-tenure-track faculty). While the *standards* for Promotion to Senior Lecturer outlined in Faculty Handbook [3.4A.2.1](#) and in the CBA Art. [10.D.2](#) do not apply to promotion to Associate rank, the sections on *procedures* ([3.4A.2.3](#)), *reconsideration* ([3.4A.2.4](#)), and *reapplication* ([3.4A.2.5](#)) do, and inform this document.<sup>14</sup> In general, the Faculty Handbook section on Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty in section [3.4A](#) applies except as superseded by the CBA or clarified in these Guidelines.

The committee shall thoroughly review all aspects of the candidate's application and the report of the department. They shall consider only the question of promotion and not the question of reappointment. Informed by this review, its members shall cast confidential ballots indicating their judgment of the strength of the application. Ballots shall be cast only once. Committee members

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<sup>11</sup> This is the School Promotion to Senior Lecturer Committee, for the time being. A pending revision to the Faculty Handbook proposes a name change for these committees in light of their new role to review cases of promotion to both Associate Teaching Professor and Teaching Professor ranks.

<sup>12</sup> A pending revision of the Faculty Handbook proposes changes to the name of this committee and to those eligible to vote for its representatives, amending [2.11.2.3](#) and Appendix A Supplement (Faculty Senate Elections Rules). To avoid confusion, the new titles of the committee and its members are used in this document.

<sup>13</sup> Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

<sup>14</sup> Pending revisions to the Faculty Handbook will result in renumbering and retitling each of these sections.

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.

The committee shall prepare a report of its evaluation and recommendation that reflects and includes the results of the balloting. The Committee report will be submitted to the dean through Interfolio by the deadline listed above.

**6. *Procedure for the Dean (Dean Review step)***

By the deadline listed above, the dean will forward candidates' cases along with their recommendations to the Provost in Interfolio.

**7. *Procedure for the Provost (Provost Decision step)***

The Provost will make final decisions and notify candidates. Appointments will begin the following September for newly promoted Associate Teaching Professors.