

University Procedures for Renewable-Term Lecturer Reappointment (for the Jesuit School of Theology only)

Overview

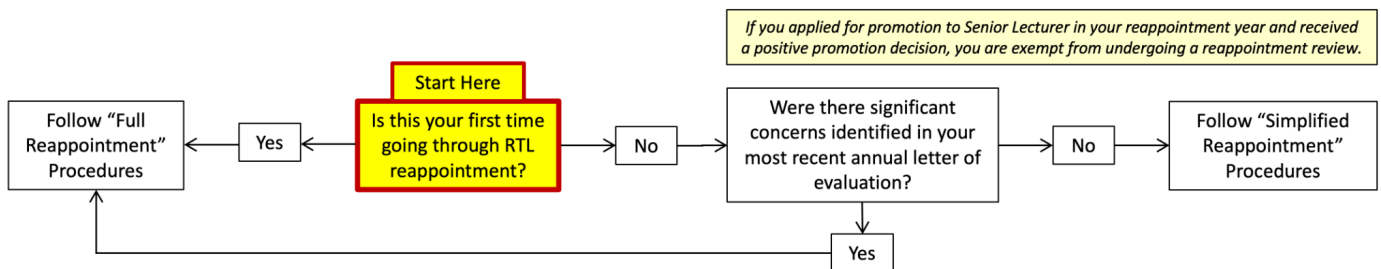
As noted in Section 3.1.2.1.2 of the Faculty Handbook, a Lecturer appointment is made for an initial term of three years, a second term of three years, and subsequent terms of six years. With approval of the Provost, a College or School may adopt a policy that establishes different terms of appointment. Reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds.

In addition to meeting the requirements set in 3.1.2.1.2, Lecturers 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 Lecturers are described in 3.4A.1.1 of the Faculty Handbook.

If a Lecturer has petitioned for promotion to Senior Lecturer during the academic year in which they are to be considered for reappointment, and if they receive a positive promotion decision in mid-March, the promotion decision functions as the reappointment decision. In this case, there is no need for the Lecturer to continue with the reappointment petition and review. If the candidate is not promoted, and regardless of whether an appeal will be filed, the candidate should proceed with the reappointment procedure indicated by their dean.

Full Reappointment and Simplified Reappointment Procedures

A full, comprehensive reappointment procedure is required 1) for reappointment to a second term and 2) for reappointment to a new term when significant concerns were identified in the most recent annual letter of evaluation. The simplified reappointment procedure is followed for appointments to new terms only after successful appointment to a second term unless significant performance concerns were identified by the department chair and dean.



General Procedures

As noted above, reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds. The presence of persistent programmatic need and the anticipated availability of funds must be confirmed before an application for reappointment can be submitted.

1. Renewable-term Lecturer Full Reappointment Procedure

1.1 Target Dates for Full Reappointment Procedure

October 3, 2024	The Provost's Office with the dean's offices identifies Lecturers who are in the last year of a term of appointment.
February 6, 2025	Deans, in consultation with chairs, complete analysis of persistent programmatic need. In cases of reappointment to a third or subsequent term the dean will review the Lecturer's annual evaluations for the most recent term and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity.
February 17, 2025	In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
February 24, 2025	The candidate is notified in writing by the dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, and the reappointment procedure (full or simplified).
March 18, 2025	Procedure meeting for chairs and deans, hosted by the Provost (12:00-1:00 p.m., Lucas 107).
March 20, 2025	Information session for candidates for reappointment as Renewable-Term Lecturer and 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).
April 9, 2025	Full applications for reappointment are due to the Lecturer's dean through Interfolio.
May 7, 2025	The department makes a reappointment recommendation to the dean in Interfolio.
June 6, 2025	After consultation with the Provost, the dean notifies the candidate of the reappointment decision. If the decision is negative, the candidate will receive a final one-year appointment.

1.2 Specific Full 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.

Candidates must provide reappointment application materials electronically in Interfolio by the deadline listed above. The application 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, drawing all entries from the *most recent appointment term*. The candidate will be able to review their case and make adjustments up until the deadline. 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 course¹
 - Course Evaluation: SET reports², 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. If a majority of the candidate's teaching is done outside of the traditional classroom then the candidate should provide additional evidence such as narrative evaluations and the like. 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.

¹ PDF format for course materials is recommended; see the guide for converting Camino course materials to PDF format (<https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/interfolio-guides/Converting-Camino-Pages-to-PDF.pdf>). 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; <https://www.youtube.com/watch?v=0PhrprRDaEU>). Please note: Academic Technology makes courses inaccessible on Camino after one year and one term, so a faculty member would have to request the course be reactivated, set the course end-date for the conclusion of the evaluation process, and make the course public, in order for a link to a public Camino course to work.

² You are responsible to upload your individual SET reports for each class.

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

1.3 Specific Full Procedure for the Department and Dean

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers (3.4A.1.3). Specifically, each department shall review applications for reappointment of Lecturers 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) should guide a comprehensive evaluation of the application. All application materials should be carefully considered. All tenured faculty and Senior Lecturers 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.

The department shall either *highly recommend, recommend, or not recommend* reappointment. The chair shall convey the recommendation of the department, along with a report explaining that recommendation, to the dean through Interfolio. A template for the report is available at the Lecturer Reappointment section of the Evaluation, Reappointment & Promotion page on the Provost Office website (<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/>).

After consulting with the Provost, the dean shall make the final decision and inform the candidate of that decision in writing.

2. Simplified Procedure for Renewable-Term Lecturer Reappointment

The simplified reappointment procedure is followed for appointments to a third or subsequent term unless significant performance concerns are identified by the department chair and/or dean in evaluative materials from the current term.

2.1 Target Dates for Simplified Reappointment Procedures

- | | |
|-------------------|--|
| October 3, 2024 | The Provost's Office with the dean's offices confirms Lecturer positions that are in the last year of a term of appointment. |
| February 6, 2025 | Deans, in consultation with chairs, complete analysis of persistent programmatic need.

In cases of reappointment to a third or subsequent term the dean will review the Lecturer's annual evaluations for the most recent term and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity. |
| February 17, 2025 | In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified). |
| February 24, 2025 | The candidate is notified in writing by the dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, superior performance, and the reappointment procedure for which the Lecturer qualifies (full or simplified). |
| March 18, 2025 | Procedure meeting for chairs and deans, hosted by the Provost (12:00-1:00 p.m., Lucas 107). |
| March 20, 2025 | Information session for candidates for reappointment as Renewable-Term Lecturer and Assistant Teaching Professor, and candidates for promotion to Associate and full |

Teaching Professor, hosted by Faculty Development

- April 9, 2025 The candidate submits a letter in Interfolio, addressed to the Lecturer's dean, indicating their intent to continue with a new term.
- May 7, 2025 The dean offers the reappointment to the candidate, in a letter in Interfolio, indicating the length of the new term.

2.2 *Specific Simplified Procedure for the Candidate*

The candidate submits a letter in Interfolio, addressed to the Lecturer's dean, indicating their intent to continue with a new term.

2.3 *Specific Simplified Procedure for the Department and Dean*

Evaluations for faculty holding renewable-term appointments are conducted annually (section 3.3 of Faculty Handbook). In the evaluation for the penultimate year of the current term, the evaluation must contain a recommendation on the type of reappointment procedure to be followed for reappointment to the next term (e.g., for a three-year term, the evaluation of the second year should include the recommendation).

The dean, will determine the type of reappointment procedure for which the Lecturer qualifies per the above requirements and notify the candidate in writing by the target date. In a simplified procedure, the candidate will then submit a letter in Interfolio confirming their intent to continue. The dean then submits a letter in Interfolio, confirming reappointment and the length of the new term.

*Last reviewed by the Faculty Affairs Committee November 29, 2018
Updated annually to adjust the timeline and to integrate Interfolio enhancements*