

**Santa Clara University**  
**Office of the Provost**  
**February 20, 2026**

**University Advising Guidelines for Academic Year Fixed-Term Faculty**  
(Lecturers, Professors of Practice, Dean’s Executive Professors, Research Professors)

Advising is generally described in the Faculty Handbook under 3.6.3.1 Specific Functions Related to Teaching as “serving as an advisor to assigned students and providing informed advice.” *Advising is a teaching responsibility and not a service activity.* An academic year fixed-term faculty member *may* be assigned a reasonable number of undergraduate and graduate advisees commensurate with the full-time *equivalency* of the appointment.