

Santa Clara University
Office of the Provost
February 20, 2026

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

Service is generally described in the Faculty Handbook under section 3.6.3.3 Specific Functions Related to Service as “fostering and advancing the mission and goals of the department, the University, or the profession through contributions other than teaching and scholarship or creative work such as service on committees, participation in professional organizations and activities, and community service performed in virtue of their professional expertise or association with the University.” Service may more specifically include attending department meetings, serving on committees, advising student organizations and honor societies, taking part in student recruitment/orientation efforts, and contributing to the accreditation or program assessment. To respect the time and commitment of academic year fixed-term faculty members, service expectations must be commensurate with the full-time equivalency of the appointment. Service is typically evaluated as 5% of the appointment. Additional service must be included through an assignment letter as part of the faculty member’s appointment.