



University Procedures for Quarterly Lecturer Searches
Office of the Provost
February 20, 2026

Note: These procedures apply to searches in the College of Arts & Sciences, Leavey School of Business, School of Education & Counseling Psychology, and School of Engineering. They were developed by the Labor Management Committee in consultations with the deans' offices in light of the Collective Bargaining Agreement between Santa Clara University and Service Employees International Union Local 1012, effective through June 30, 2026.

Notes on Definition and Duties of Appointment Type

Unless an exemption applies to a particular candidate, appointments to Quarterly Lecturer positions are subject to the terms of the [Collective Bargaining Agreement](#) between the University and the Service Employees International Union Local 1021. For all candidates, relevant portions of Faculty Handbook section [3.1.2.2](#) apply, except for bargaining unit members where the collective bargaining agreement supersedes it.

A Quarterly Lecturer typically has an appointment of between one and four (4) courses of conventional unit value on the quarter system (below 0.5 FTE)¹ and is appointed by the quarter. A Quarterly Lecturer shall demonstrate competence in the subject matter of the appropriate academic discipline or professional field and superior abilities as a teacher.

Faculty with quarterly fixed-term appointments are expected to adhere to general faculty responsibilities outlined in Faculty Handbook [3.6.2](#). Specifically, all Quarterly Lecturers are required to perform the specific functions outlined in Faculty Handbook [3.6.3.1](#) related to teaching courses as assigned. Teaching a course typically includes:

- developing syllabi, assignments, and readings that align with the course description and course learning outcomes;
- developing appropriate teaching preparations for each class meeting;
- selecting course materials and ordering books (all non-tenure-track faculty, including Quarterly Lecturers, are entitled to participate in departmental meetings about the selection of textbooks for courses taught by members of the bargaining unit, especially mandated textbooks taught by multiple faculty; CBA Art. [8.C](#));
- conducting and appearing on-time for all scheduled class meetings;
- using appropriate measures of student performance;

¹ Four course equivalents (CEs) is the typical load maximum over the three quarters of the academic year. For faculty assigned to teach partial course equivalents, the overall course equivalent load must remain below 4.5 CE's during the three quarters of the academic year in order for the position to remain non-benefits-eligible. Quarterly Lecturers cannot be converted to Lecturers mid-year.

- providing timely feedback to students;
- assigning grades that are an accurate and fair evaluation of student work;
- submitting course grades by quarterly deadlines;
- administering all required course evaluations (numerical SETs for all classes, and narrative evaluations if the school or department require).
- demonstrating a command of their discipline and skill in presenting it effectively in the context of an integrated education; and
- developing courses for which they are responsible and contributing to general curriculum development in the relevant degree programs.

Quarterly Lecturers are not expected to advise students as part of their teaching responsibilities unless this work is done in lieu of a typical course (as a course equivalent) or unless this work is appropriately compensated. In either case, the required duties and compensation should be clearly defined in the letter of appointment.

Quarterly Lecturers are not expected to perform, and are not evaluated for, professional activity or service. Committee service in excess of Quarterly Lecturer's teaching obligation must be approved by the Provost in advance and will be paid subject to modification of the Quarterly Lecturer's contract setting forth the amount of additional service authorized and the compensation to be received in accordance with Collective Bargaining Agreement Art. [13](#). Committee service will not be approved if it causes the faculty member's FTE to reach 50%.

General Guidelines for Recruitment

1. Searches for Quarterly Lecturers may be regional in focus, and will normally involve an **open search** process. A **targeted search** may be conducted to advance the distinctive mission, goals, and priorities of the department, college or school, or University (CBA Art. [10.C](#); the targeted search protocol is posted separately).
2. The ordinary educational requirement for the position is a doctorate or other appropriate terminal degree. In certain disciplines, practical experience and credentials other than academic degrees may be taken by the University as equivalent preparation (CBA Art. [10.C](#)). The exception to allow experience or other credentials in lieu of a terminal degree may be granted by the dean and should be discussed before the ad is posted.
3. Unless otherwise approved by the dean and Provost, the normal rank for temporary fixed-term faculty in the schools on the quarter system will be Quarterly Lecturer.
4. A Quarterly Lecturer typically has an appointment between one and four courses of conventional unit value on the quarter system (below 0.5 FTE) in the course of an academic year (Fall, Winter, Spring), and is appointed by the quarter. A Quarterly Lecturer cannot teach more than two course equivalents in any one quarter, and their full-time equivalent load on the academic year must total under 0.5 FTE (that is, *under* 4.5 course equivalents). They may teach up to two course equivalents in the summer, with no

impact on the academic year calculation. The load limits are based on maintaining the non-benefits-eligible nature of the position, with full-time equivalent load based on Faculty Handbook [3.6.3.1](#) (cf. CBA Art. [10.B.2](#)). Those responsible for hiring QLs are asked to check a candidate's expected academic year load at the University during the hiring process.

5. The standard appointment is for one quarter. Start and end dates are published in Winter for the upcoming summer terms and in Spring for the upcoming academic year terms. The typical employment period begins a few weeks before the start of classes and concludes roughly 1-2 weeks after grades are due. The term salary is paid in equal semi-monthly installments on the published University payroll schedule, with the exception of the final paycheck for terminated faculty, which is issued on their final day of employment.
6. Each appointment is for the stated term only and does not fulfill any conditions for tenure at the University (CBA Art. [8.A](#), FH [3.1.2.2](#)).
7. Quarterly Lecturer positions are less than 0.5 FTE for the academic year (that is, *under* 4.5 course equivalents total for Fall, Winter and Spring), and therefore are not benefits-eligible. However, there are some benefits available to all employees (FH [3.8.2.1](#), CBA Art. [24](#), and other applicable University policies and procedures).
8. All hiring decisions shall be at the sole discretion of the University (CBA Art. [10.C](#)). While current NTT Faculty in the department will be given a first-round interview for any vacant bargaining unit position or available teaching assignment for which they are qualified (CBA Art. [17](#)), the department search committee is free to determine which applicants to advance.
9. Letters of appointment for Quarterly Lecturers are issued from the Dean's Office and signed by the Dean. The University shall make good faith efforts to issue teaching contracts to Quarterly Lecturers approximately five weeks (5) before the start of the academic term.
10. Any class cancelled or revoked for the Quarterly Lecturer after the contract has been issued that is not replaced by another class in the same quarter will result in a course cancellation payment of 25% of that Quarterly Lecturer's rate of pay for the course to the affected Quarterly Lecturer. If a Quarterly Lecturer's class is cancelled after the start of the employment period, then in addition to the 25% cancellation payment, the Quarterly Lecturer will also receive their weekly salary for all weeks worked under the contract prior to cancellation (Collective Bargaining Agreement Art. [16.D](#)).

A. Open Search Recruitment Protocol

1. Position approval

- a. Before the start of a term, department chairs and deans will assess departmental subject-area short-term need and funding availability to determine if the department has a need and the school has the resources for Quarterly Lecturer positions.

- b. The dean will authorize Quarterly Lecturer positions where there is need and funding.

2. Search Procedures

- a. The advertisement for the position must be approved by the dean (in the College, by an associate or assistant dean) and must be posted in the applicant tracking system (Workday) for at least fourteen calendar days (Art. 17); the posting period should encompass at least ten business days. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters. The advertisement must include a specific application deadline and reference SCU as a Jesuit, Catholic university. It should also indicate that the University will make a good faith effort to issue the teaching contract approximately five weeks (5) before the start of the academic term.
- b. A pool of Quarterly Lecturer candidates may be established, which is refreshed annually. The pool may be focused by specialty or by department. Ad and posting requirements are the same as in 2.a above, with the exception that specific hiring deadlines for each quarter need not be included.
- c. At the point in the quarter when jobs are posted for the following term, the department chair or program director will advise any currently employed Quarterly Lecturers in the department to review job postings on the Human Resources [Careers website](#), and will alert them to their right to a first-round interview if they meet the job requirements and if they have previously taught the subject(s) for three or more years.² Internal candidates must apply for the position like all other applicants.
- d. If a search committee assists the chair in the interview process, those eligible to participate are tenure-stream and teaching-track faculty (at Assistant, Associate, and full rank).
- e. Phone, video, or on-campus interviews must be conducted for all Quarterly Lecturer positions. If a zoom session needs to be recorded for the benefit of a missing search committee member, or a teaching demonstration needs to be recorded for the benefit of faculty who cannot otherwise attend, all candidates should be notified in advance, all candidates must consent, and the limited purpose of the recording should be communicated. Comparable interviews must be conducted for all candidates. During the interview, the department chair or search committee will provide details regarding the position and expectations. In addition, the chair will share standardized University appointment and campus resource information with the candidate, including but not limited to the department's teaching standards, academic technology resources including laptops that can be checked-out for the duration of employment (CBA Art. 15.D), and Faculty Development support for teaching. If on-campus interviews are conducted and a class teaching demonstration is scheduled, it may be recorded with the candidate's permission so that faculty who cannot attend in person can observe

² The requirement applies to faculty who have taught the general subject; it is not limited to those who have taught specific courses.

- the class. Access to the video recording will be restricted to faculty in the department who are not applying for the position, and the recording will be deleted when the search has concluded.
- f. If internal candidates apply for an open position, the hiring department needs to ensure that confidentiality and fairness are maintained at all steps of the hiring process. Care should be taken to conduct interviews and deliberations away from spaces where other candidates might be present. The goal is to ensure that the internal candidate is neither advantaged nor disadvantaged by their current status in the department. The chair and/or search committee may not, for example, either initiate discussion of, nor answer questions about, such matters as the progress of the search, the chances of the candidate relative to others in the applicant pool, the makeup of the applicant pool, their own point of view on the candidate's qualifications, or what they think the point of view of others will be. Any such conversations or advice, whether positive or negative, might be construed to prejudice the search process and can be grounds for the dean to cancel the search.
 - g. When considering the applicant pool, the department chair or search committee shall keep the University's mission in mind, to create an inclusive community that is enriched by people of different backgrounds and perspectives.
 - h. After the primary recruiter has identified the finalist, the primary recruiter must upload the required search information into the applicant tracking system (Workday).
3. Hiring Procedure: The dean's office determines the salary for the faculty member. The dean's office prepares and manages offer letters, based on templates provided by the Provost. The University is obliged to make a good faith effort to issue contracts five weeks in advance of the start of classes (CBA Art. 16).
 4. Orientation: All Quarterly Lecturers, including those new to the University, will be invited to Quarterly & Semester Lecturer Information Session hosted by Faculty Development in the early part of each quarter. The SCU Adjunct & Lecturer Union, affiliated with SEIU Local 1021, will also conduct an orientation in September (CBA Art. 9).