

**Santa Clara University
Office of the Provost
FAQs on New Procedures and Guidelines for Adjunct Faculty and Lecturers**

Course Cancellation:

1. How do the new procedures for course cancellation affect quarterly adjunct faculty?

Starting with this spring quarter, you will be compensated if a course is canceled on short notice.

If a course is canceled:	Adjunct faculty member receives:
Between 20 and 4 business days prior to the first day of classes	25% contracted pay rate
3 or fewer business days prior to the first day of classes	50% contracted pay rate

2. How do the new procedures for course cancellation affect academic year adjunct lecturers?

The new procedures clarify that when a course is canceled during the academic year for any faculty member with an academic year appointment, the academic year salary is not reduced (per our current practice). If an alternative course cannot be assigned within the same academic year, then the faculty member will work with the chair and dean to fulfill the contract load with an alternative assignment during the academic year in which the course was cancelled. Alternative courses can only be assigned for the summer session when a faculty member is teaching in designated year-round graduate programs.

3. When will this procedure be implemented?

The new course cancellation procedure will begin starting spring quarter 2019. For semester courses, the procedure will be effective starting fall semester 2019.

Academic Year Adjunct Lecturers and Quarterly Adjunct Lecturers Reappointment Procedures:

4. How do the new reappointment procedures affect academic year adjunct faculty?

Academic year adjunct faculty members make considerable contributions to the University. Assuming eligibility criteria are met, academic year adjunct faculty will be notified of reappointment for the next academic year by the end of March each year. In past years, most academic year adjunct faculty did not know of their appointment status until May or even later.

An academic year adjunct faculty member will be considered for reappointment given the following criteria:

- The candidate has had a fixed-term academic year appointment for three consecutive years.
- The candidate's performance has been positively evaluated.

- There is a departmental need and resources are available for a fixed-term appointment.
- The candidate has demonstrated subject area expertise in the area of need.

5. How does the new reappointment procedure apply to academic year adjunct faculty in the middle of a multi-year fixed-term appointment?

If an academic year adjunct faculty member is starting the second year of a two-, three- or four-year fixed-term appointment, there is no need to complete a reappointment process. *Within* the multi-year term, annual appointments are automatic. In the last year of a multi-year term, an academic year adjunct faculty member could be considered for reappointment under the new procedure.

6. How do the new reappointment procedures affect quarterly adjunct faculty?

Many quarterly adjunct faculty members have contributed to the University for a number of years – often teaching the same course or set of courses. Assuming eligibility criteria are met (see below), quarterly adjunct faculty can be reappointed each summer for the next academic year without an application and search process.

A quarterly adjunct faculty candidate will be considered for quarterly reappointment given the following criteria:

- The candidate has held a quarterly or semester fixed-term appointment for three consecutive years or has taught the same course three times within the past six years.
- The candidate’s teaching performance has been positive.
- There is a departmental need and resources are available for a fixed-term appointment.
- The candidate has demonstrated subject area expertise in the area of need.

7. When will these reappointment procedures be implemented?

The reappointment procedures will be implemented for 2019-20 academic year hiring.

New Academic Year Adjunct Lecturer FAR and Evaluation Letter Templates:

8. How do the new academic year adjunct lecturer Faculty Activity Report and Evaluation Letter templates impact the evaluation process?

The new templates are designed to improve evaluation processes and provide clear, fair, and consistent University-wide evaluation structures for academic year adjunct lecturers. The new reappointment procedures require such evaluations for reappointment consideration.

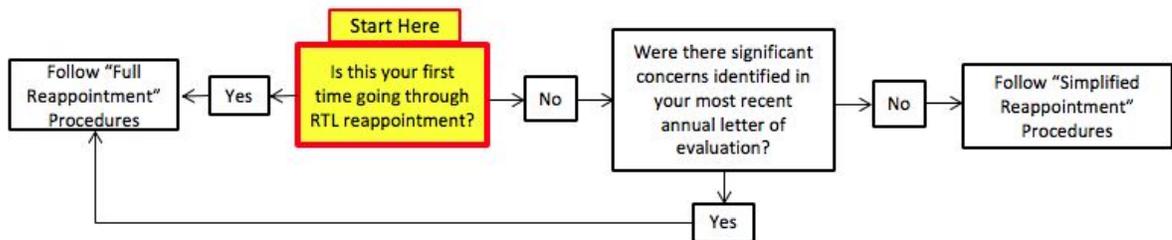
Simplified Renewal Procedure for RTLs:

9. How do the new simplified renewal procedures affect renewable-term lecturers?

The new procedures greatly simplify the renewal process for eligible renewable-term lecturers. The simplified process only requires completing a simple, one-page renewal application and no longer requires three or more years of documentation.

10. Which renewable-term lecturers are eligible for the simplified renewal procedure?

The simplified reappointment procedure is for appointments to new terms only after successful appointment to a second term. See the flowchart below as an illustration of when the simplified reappointment procedures can be used in place of the full reappointment procedures :



Advising Guidelines for AYALs:

11. Does advising count towards service or teaching?

In our Faculty Handbook, advising is considered as a contribution towards teaching.

12. Can academic year adjunct lecturers be assigned advisees?

An adjunct academic year faculty member may be assigned a reasonable number of undergraduate and graduate advisees commensurate with the full-time equivalency of the appointment. It is recommended that undergraduate advisees only be assigned to academic year adjunct lecturers who have been at SCU for at least two years and are familiar with our core curriculum.

Service Guidelines for Academic Year Adjunct Lecturers:

13. Can academic year adjunct lecturers participate in service activities?

To respect the time and commitment of academic year adjunct faculty members, service expectations must be commensurate with the full-time equivalency of the appointment. Service is typically evaluated as 5% of an academic year adjunct lecturer appointment. Additional service must be included through an assignment letter as part of the faculty member's appointment.

14. What types of service contributions should be considered?

Service activities may include attending department meetings, serving on committees, advising student organizations and honor societies, taking part in student recruitment/orientation efforts, or contributing to accreditation or program assessment.

Quarterly Adjunct Lecturer and Academic Year Adjunct Lecturers Search Procedures:

15. Are adjunct lecturer searches still conducted through the applicant tracking system (currently PeopleAdmin)?

Yes, positions must be posted in PeopleAdmin (soon to be replaced by Workday in summer 2019).