

**Santa Clara University
Office of the Provost
November 23, 2018**

University Advising Guidelines for Academic Year Adjunct Faculty

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 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.

Note: These procedures were developed in response to the work of the Lecturer Best Practices Task Force during the summer of 2018 and reviewed in Fall 2018 by the Faculty Affairs Committee, Lecturer Best Practices Task Force, and the Committee on Lecturers and Adjuncts. In October 2018, all faculty members were invited to comment on the procedures. The Faculty Affairs Committee was the last locus of dialog on November 29, 2018. These procedures were adopted on December 1, 2018. These procedures are updated annually to refine the timeline and process.