

Teaching Professor Reappointment, Rank and Promotion Processes

Wednesday, January 28, 2026

WELCOME

1

Objectives

- provide an eligibility and process overview/reminder
- discuss how to assemble an effective file that represents you well and is useful to readers
- advice from school Teaching Professor Rank & Promotion committee members
- answer your questions

2

Question Bank- All will be answered in person or offline



<https://bit.ly/4hkeLbE>

3

Introductions

Faculty Development

Associate Provost: Amy Lueck

Faculty Affairs

Associate Provost: Kitty Murphy

Director, Faculty Personnel: Laurene Skinner

Manager for Faculty Affairs (NTT focus): Nadja Conway

Interfolio support

Katie Williams, Senior Manager for Faculty Affairs

Lisa Taft, Senior Lead Business Analyst, Faculty Affairs

4

Overview of Teaching Professor Line



- Appointed to 3-year terms
- Annual FAR (+ advice toward promotion)
- Reappointment review in 3rd year
- Reappointment requires superior performance in all three criteria
- Termination possible if ppn changes or if there are performance issues
- Terminal year after decision not to reappoint
- Termination decision not grievable

- ELIGIBLE to petition once they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 4 complete years of university teaching experience at 7+ courses

- Promotion requires superior performance in all three criteria
- Grants "continuing" status

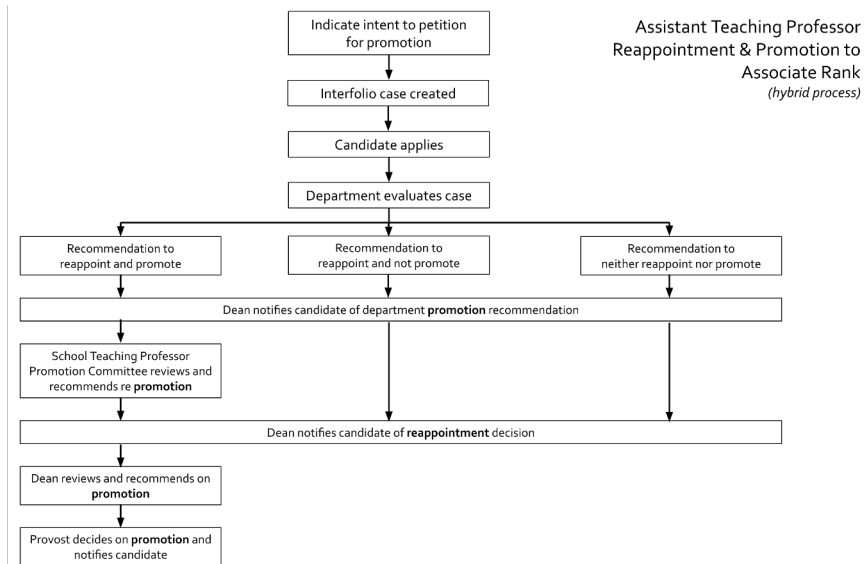
- ELIGIBLE to petition when they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 8 complete years of university teaching experience at 7+ courses
 - ✓ must be Associate rank to petition
- Promotion requires extraordinary teaching distinguished record of service, and meet/exceed standards of reappointment for prof. activity

- Negative promotion outcome is not grievable
- Termination is subject to just cause standard and is grievable
- Subsequent FARs on dean/faculty-approved cycle

5

Reappointment & Promotion Process & Timeline

- February 18
- August 13
- September 10
- November 5
- November 12
- January 6
- [By June 4]
- February 10
- March 10



6

Application Materials

- Evidence of Teaching
 - Syllabi for courses taught for the most recent appointment term
 - Course Evaluations: SET reports, narrative evaluations (if available)
 - Peer Evaluation: reports on direct observation of the candidate's teaching (if available)
 - Other evidence of superior teaching (assignments, exams, activities)
 - Mentoring and advising
- Evidence of professional activity
 - Scholarly contributions and creative productions, as well as plans
 - Professional activity (conferences, presentations, awards and honors)
 - Professional development (short courses, workshops, esp. for pedagogical development)
 - Grants (internal and external)
- Evidence of service contributions
- Faculty Activities Reports (FARs) and FAR Evaluation Letters

7

Key Information: Provost Website

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2026-27
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2026-27 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2026-27

Location:

Provost > Faculty Affairs > Evaluation, Reappointment & Promotion page

Santa Clara
Provost and Executive
Vice President

Teaching And Learning | Research | Faculty Affairs | Institutional Effectiveness

Evaluation, Reappointment & Promotion

Home - Office of the Provost and EVP - Faculty Affairs - Evaluation, Reappointment & Promotion

Evaluation
Faculty Handbook 3.3 describes the standards and processes for the periodic evaluation of faculty. Periods of review and forms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

[Faculty Activities Reporting](#)

Reappointment
Expand all items +

[Assistant Teaching Professor Reappointment](#)

[Mid-Probationary Review \(MPR\) and Junior Faculty Development Leave \(JFDL\)](#)

Promotion
Expand all items +

[Rank & Promotion, Teaching-track Faculty](#)

[Tenure & Promotion, Tenure-stream Faculty](#)

8

Key Information: TP Page

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2026-27
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2026-27 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2026-27

Location:

Provost > Faculty Affairs > Evaluation, Reappointment & Promotion page

Teaching Professor Reappointment and/or Promotion

Home > Office of the Provost and EVP > Faculty Affairs > Evaluation, Reappointment & Promotion > Teaching Professor Reappointment and/or Promotion

- Reappointment only
 - [University Procedures for Assistant Teaching Professor Reappointment 2026-27](#)
 - [University Procedures for Assistant Teaching Professor Reappointment 2026-26](#)
- Reappointment & Promotion to the rank of Associate (hybrid process)
 - [University Procedures for Teaching Professor Reappointment & Promotion 2026-27](#)
 - [University Procedures for Teaching Professor Reappointment & Promotion 2026-26](#)
- Promotion only (to full or associate rank)
 - [University Procedures for Teaching Professor Rank & Promotion 2026-27](#)
 - [University Procedures for Teaching Professor Rank & Promotion 2026-26](#)
- Slide decks
 - [Teaching Professor Reappointment & Promotion](#) (Faculty Development / Faculty Affairs info session, slide deck)
 - [Teaching Professor Rank & Promotion Procedures \(Chairs, Committees, Deans\)](#) (for Department Chairs, School Committees, Deans)

Note: For promotion to (full) Teaching Professor in the 2025-26 review cycle, the former title "Senior Lecturer" will appear in some documentation, but promotion will be to the title and rank of "Teaching Professor" (Collective Bargaining Agreement, Art. 10).

Interfolio Guides

Upload Your Materials
available 2/9/2025

- [Account Access](#)
- [Unloading Activities - Lecturers & Teaching-Track Faculty](#)
- [Insertion Publication Citations from Google Scholar](#)
- [Insertion Publication Citations from ORCID](#)
- [Insertion Publication Citations from Web of Science](#)

The videos will be updated in August 2025 for Fall submissions

Video Tutorial

9:09

Uploading Activities & Course Materials

Review Your Reappointment and/or Promotion Case
available about two weeks before your petition deadline

- [Teaching Professor Reappointment and/or Promotion - Candidate Guide](#)

7:33

Reviewing & Submitting Your Case

9

Four scenarios: Same case, different standards

Reappointment only

Reappointment and promotion to Associate simultaneously

Promotion to Associate only

Promotion to Full only

10

Standards

Collective Bargaining Agreement additions in red

Reappointment

Superior performance in teaching, in service, and in professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching (FH 3.4A.1.1)

Promotion to Associate

Not automatically granted for length of service

Recognition of an overall record of superior performance in the expectations of a Teaching Professor. **CBA Art. 10.D.1 adds:**

Indicates a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development.

Expectation of continued pedagogical and curricular development and service to the University in these areas and in advising and mentoring of students and colleagues.

We advise reviewers that the expectation of continued contributions should be based on actual performance and citizenship rather than suppositions about the possible duration of a candidate's career

Promotion to Full

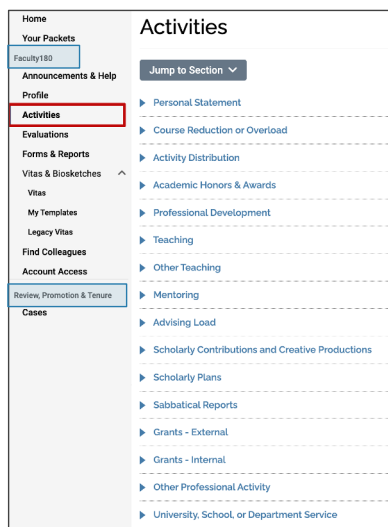
Not automatically granted for length of service
Recognition of an exemplary record of achievement.

Record of extraordinary teaching; meet or exceed the standards for reappointment of Lecturers as described in section 3.4A.1.1. (FH 3.4A.2.1). **CBA Art. 10.D.2 adds:**

- A documented record of teaching quality, mentoring, and advising;
- A distinguished record of achievement in service (including University service) and professional activity;
- Recognition of exemplary teaching;
- Leadership in promoting the development, retention, and academic achievement of a diverse student body.

11

Submission of Materials in Interfolio: Enter Data in Fac180



You upload your materials in Faculty180

- You have access 24/7/365
- Each activity category has instructions to guide you about what goes where

Notice that there are 2 modules in the left sidebar

- Faculty180** - where you put your materials
- Review, Promotion & Tenure** - where your case is created and shared with your reviewers

12

Submission of Materials in Interfolio: Review Case in RPT

▼ FACULTY180 VITAE

Promotion to Associate Teaching Professor

- ▼ Attachments from Promotion to Associate Teaching Professor
- > CV Uploads
- > Personal Statement
- > Teaching
- > Other Teaching
- > Course Reduction or Overload
- > Advising Load
- > Mentoring
- > Scholarly Contributions and Creative Productions
- > Scholarly Plans
- > Grants - Internal
- > Professional Development

Faculty Vitaiae
Spring 2016 - Winter 2016
Promotion to Associate Teaching Professor
(000)000-0000
sask@uwo.edu

Degrees

2014 M.F.A., Discipline Name, Institution Name, City, Kansas, United States
1996 B.S., Discipline Name, Institution Name, City, Kansas, United States

Professional Licenses & Certifications

2010 Title, Organization Name

Current Position
Position: Professor

Work Experience

2010 - 2010 Position Title, Organization Name, City, Michigan
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CV Uploads

Title	Description	Start Term	End Term
Current CV		Winter 2023	Winter 2026
		Winter 2020	Ongoing

Personal Statement

Sep 2017 - Aug 2023 Title: Fall Form, Description
Cover Sheet

Jan 2023 - Present Title: Personal Statement

About a month before your deadline, the Provost's Office creates your case

- The system-generated vita in the main window summarizes your activities for the period under review
- The left sidebar has links to all your uploaded documents
- Click on a file, and its contents will appear in the main (vita) window

You can revise up until you submit; just be sure to regenerate your case to pull those edits in to the RPT module.

You cannot edit your file after you submit your case.

13

Q & A

14

We're here to help:

Kitty Murphy

Associate Provost for Faculty Personnel
& Policy

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Interfolio

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