



**University Procedures for Academic Year Fixed-Term Faculty Searches**  
(Lecturer, Professor of Practice, Dean’s Executive Professor, Research Professor Ranks<sup>1</sup>)

**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.*

**A. Notes on Definition and Duties of Appointment Type**

Unless an exemption applies to a particular candidate, appointments to Lecturer, Professor of Practice, and Dean’s Executive Professor 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, Faculty Handbook sections [3.1.2.2](#) and [3.2.2.2](#) apply, except for bargaining unit members where the collective bargaining agreement supersedes it.

A Lecturer typically has an appointment of .5 FTE or more (1 FTE is defined as nine (9) courses of conventional unit value on the quarter system) and is appointed to a fixed-term contract. Lecturers are typically engaged for one or more of the following purposes: to replace faculty on leave of absence, sabbatical leave, phased retirement, or administrative assignment; to address ongoing or short-term academic need; to provide expertise in a specialty area; or to explore a new instructional area. Lecturers do not have to be engaged for the same purpose for the duration of their employment. A Lecturer shall demonstrate competence in the subject matter of the appropriate academic discipline or professional field and superior abilities as a teacher (CBA Art. [10.B.2](#); FH [3.1.2.2](#) [revisions pending]).

Faculty with academic-year fixed-term appointments are expected to be engaged members of the Santa Clara community. The specific functions of all full-time faculty are described in Faculty Handbook [3.6.3.1](#). Specifically, all Lecturers are required to perform the specific functions related to teaching (95% of their responsibilities and evaluation) and service (5%), including but not limited to:

1. Teaching
  - a. Teach courses as assigned. Teaching a course typically includes:
    - developing syllabi, assignments, and readings that align with the course description and course learning outcomes;

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<sup>1</sup> The term “Lecturer” will be used throughout this section as a shorthand for the job expectations and recruitment protocols for all four of these job titles.

- developing appropriate teaching preparations for each class meeting;
  - selecting course materials and ordering books;
  - conducting and appearing on-time for all scheduled class meetings;
  - using appropriate measures of student performance;
  - 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.
- b. Advise assigned students and provide informed guidance (no more than 5% of their overall responsibilities and evaluation; see letter of appointment). *Advising is a teaching responsibility and not a service activity.* A Lecturer may be assigned a reasonable number of undergraduate and/or graduate advisees commensurate with the full-time equivalency of the appointment (5% of a 1FTE/9-course load is 2 hours per week; this weekly hour expectation would be prorated down for lower FTE levels).

## 2. Service

- a. Service is generally described as “work other than teaching and professional activity that fosters and advances the missions and goals of the department, the college or school, or the University. It may also include service to the profession, such as participation on committees of a professional organization, and service to the community performed in virtue of a Faculty member's professional expertise or association with the University. The service expected of NTT Faculty will be appropriate to their expertise and experience” (CBA Art. [11.D](#); [12](#); see FH [3.6.3.3](#))
- b. More specifically, service may include:
- attending department meetings;
  - participating in department committees;
  - performing peer course evaluations as requested by the dean or department chair;
  - participating in school, University, or available Faculty Senate committees;
  - participating on the Union Bargaining Team or on the Labor Management Committee;
  - advising student organizations and honor societies;
  - taking part in student recruitment/orientation efforts;
  - contributing to the accreditation or program assessment; or

- other service-related activities as approved by the department chair or dean.
- c. To respect the time and commitment of Lecturers, service expectations must be commensurate with the full-time equivalency of the appointment. Service is typically evaluated as 5% of the responsibilities and evaluation for this appointment type.
  - d. Committee service in excess of Lecturer's regular appointment/service obligation must be approved by the Provost in advance and will be paid subject to modification of the 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](#).
  - e. Academic advising to support students through the Core, major, or minor curriculum may not be credited as service; it is a teaching responsibility. Advising organizations or student clubs may be credited as service.

## B. General Guidelines for Recruitment

1. Searches for academic year, fixed-term faculty (Lecturers, Professors of Practice, or Dean's Executive Professors, Research Professors) may be regional rather than national in focus, and will normally involve an **open search** process. A **limited search** may be conducted when there are more current Lecturers in the department than there are positions for which they are all qualified (for the limited search protocol, see section D below). 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](#); see the targeted search protocol).
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. Lecturers are typically engaged for one or more of the following purposes: to replace Faculty on leave of absence, sabbatical leave, phased retirement, or administrative assignment; to address ongoing or short-term academic need; to provide expertise in a specialty area; or to explore a new instructional area. Lecturers do not have to be engaged for the same purpose for the duration of their employment (CBA Art. [10.B.2](#), FH [3.1.2.2.1](#)).
4. Unless otherwise approved by the dean and Provost, the normal rank for academic year, fixed-term faculty will be Lecturer.
5. The full-time equivalent teaching load for faculty with fixed-term appointments (see FH [3.1.2.2](#)) is nine courses of conventional unit value per year on the quarter system (FH [3.6.3.1](#); CBA Art. [10.B.2](#)). Lecturer appointments may have course loads of nine (100%), eight (89%), seven (78%), six (67%), or five (56%) courses, or fractional values between

50-100%. All teaching assignments will be documented in the academic-year course plan.

6. Each appointment is for a fixed-term of one year; should the need for a longer appointment arise, upon the request from the dean, the Provost may approve an appointment of up to three years (FH [3.1.2.2](#)).
7. The standard appointment is for the academic-year and begins on September 1 and ends on August 31; The annual salary is paid in 24 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.
8. Lecturers must teach at least one course each quarter (fall, winter, and spring). Any exception must be approved by the dean and the provost.
9. 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](#)).
10. Eligibility for benefits is determined in accordance with the terms of the appointment (FH [3.8.2](#), CBA Art. [24](#), and other applicable University policies and procedures).
11. Lecturers are evaluated in the second and third year of consecutive appointment, with the FAR evaluation letter due to the faculty in December. Thereafter, they are evaluated in the fall of every terminal year of appointment, with the FAR evaluation letter due to the faculty by the time the notification of reappointment status is issued (March 31; CBA Art. [11.C](#)). The FAR evaluation must indicate whether performance exceeds or meets expectations (satisfactory performance), or falls below expectations (unsatisfactory performance) in each of the two position criteria (teaching and service).
12. 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, the department search committee is free to determine which applicants to advance.
13. Offer letters are prepared by the dean's office and letters of appointment for all Lecturers on academic year appointments are issued from the Provost's Office and signed by the provost. If future appointment renewal is contingent on completion of the terminal degree, this should be indicated in the initial offer letter and letter of appointment.

## **C. Open Search Recruitment Protocol**

### *1. Position approval*

- a. By early January of each year, the Provost's Office will provide each dean with a list of Lecturers in their school.
- b. In January and February, 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 Lecturer lines.

- c. By late February, the dean will submit any requests for multi-year positions to the Provost for approval before an ad may be posted.
- d. The dean will authorize Lecturer positions where there is need and funding, specifying that they will be assigned 4.5 to 9 courses and indicating a term (typically one year) associated with the position in the Academic Year Plan (AYP). Nine-course (1 FTE) appointments are encouraged, where possible, to provide the best possible salary for the candidate. However, since provisional enrollment levels are not known until May, the letter will in most cases confirm only that a position is available at the minimum course level.

## 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.
- b. When Lecturer openings are posted at the beginning of the annual hiring cycle, the department chair or program director will advise currently employed Quarterly Lecturers and Lecturers in the department to review and monitor job postings on the Human Resources [Careers website](#) through September of the calendar year, alerting 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.<sup>2</sup> Internal candidates must apply for the position like all other applicants.
- c. If a search committee assists the chair in the interview process, those eligible to participate are tenure-stream faculty, Teaching Professors, and Associate Teaching Professors.
- d. Initial screening video interviews must be conducted for all 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. Provided that sufficient qualified candidates are available, at least three candidates must be interviewed on campus. Comparable interviews must be conducted for all candidates. During the interview, the search committee will provide details regarding the position and expectations. In addition, standardized University appointment and campus resource information will be provided to the candidate, including but not limited to the department's teaching standards, information on

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

- relocation expense support and available professional development grants (CBA Art. [15](#)), academic technology resources, and Faculty Development support for teaching. During the on-campus interviews, the class teaching demonstration may be recorded with the candidate's permission so that faculty who cannot attend in person can observe 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.
- e. 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.
  - f. 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.
  - g. After the department chair or search committee has identified the finalist, the department chair or search committee must check the candidate's references, and then upload the written hiring recommendation and ranking, notes from search committee participants, and other 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. Relocation awards are taxable and will be issued only (a) if included in the offer letter and (b) once they are employed (they are paid via Payroll as supplemental pay). The University is obliged to make a good faith effort to issue contracts by June 1 (CBA Art. [16](#)).
  4. Orientation & Mentoring
    - a. Lecturers new to an academic-year appointment at the University will be invited to a Faculty Benefits Orientation (hosted by Human Resources) in early September. All newly appointed Assistant Teaching Professors will be invited to New Faculty Orientation (hosted by Faculty Development) around the same time. The SCU Adjunct & Lecturer Union, affiliated with SEIU Local 1021, will also conduct an orientation in September.

- b. The department chair is required to schedule a mentoring session for Lecturers, especially first-year Lecturers, led by one or more experienced and qualified faculty members (CBA Art. [11.F](#)). Topics for the orientation should include expectations of the Lecturer position, teaching and grading standards in the department, and [University teaching expectations and academic policies](#) as they apply to the department, and any other topics the presenters deem to be helpful. Lecturers do not need to be assigned a faculty mentor, but some structure to support them through the year is advisable.
- c. A peer evaluation of their teaching at some point during the year is also advised if there is any possibility of their reappointment for a second consecutive year (CBA Art. [11.D.1.c](#)). The purpose of scheduling the peer evaluation is not to inform an appointment renewal decision, particularly for Lecturers in their first year who would have to apply for a second year in an open search. Instead, the purpose of the peer evaluation is to provide written feedback that can be used in following year's Faculty Activities Report,, should their contract be renewed.

#### **D. Limited Search Protocol**

If there are more eligible Lecturers than positions in the department, the department may conduct a limited search restricted to non-tenure-track faculty with the appropriate qualifications who are currently teaching at Santa Clara University.

1. 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 should be posted internally only and restricted to members of the Santa Clara University community; it should not be posted externally. The advertisement must include a specific application deadline and indicate the application materials required for review. The application materials must include at least one completed FAR evaluation letter.
2. When Lecturer openings are posted at the beginning of the annual hiring cycle, the department chair or program director will advise currently employed Quarterly Lecturers and Lecturers in the department to review and monitor job postings on the Human Resources [Careers website](#) through September of the calendar year, alerting 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.<sup>3</sup> Internal candidates must apply for the position like all other applicants.
3. If a search committee assists the chair in the interview process, those eligible to participate are tenure-stream faculty, Teaching Professors, and Associate Teaching Professors.

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<sup>3</sup> The requirement applies to faculty who have taught the general subject; it is not limited to those who have taught specific courses.

4. The chair or search committee will review application materials and determine the candidates best qualified for the available position(s).
5. Given that all applicants for the position are internal candidates, care should be taken to conduct deliberations away from spaces where other candidates might be present. The hiring department needs to ensure that confidentiality and fairness are maintained at all steps of the hiring process. 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.
6. 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.
7. After the department chair or search committee has identified the finalist, the department chair or search committee will upload the written hiring recommendation and ranking, notes from search committee participants, and other required search information, into the applicant tracking system (Workday).

## **E. Appointment Renewal Guidelines & Protocol**

### *1. Appointment Renewal Guidelines*

- a. A candidate will be **considered** for appointment renewal in the same department given the following criteria:
  - There is departmental need and resources are available for a fixed-term appointment;
  - The candidate has demonstrated subject-area expertise in the area of need; and
  - The candidate's performance has been positively evaluated.
- b. A candidate in their first year of appointment has not undergone a thorough performance review and therefore must participate in an open search to be appointed for a second consecutive year.
- c. A candidate will only be **considered** for appointment renewal *without an open search* if (a) they are in their second year of consecutive appointment or later, and (b) their teaching performance has been judged as meeting or exceeding expectations (the "satisfactory" threshold). The department is **not required** to consider appointment renewal *without an open search* if the candidate's performance was judged satisfactory; the department retains the right to elect an open search in every case.
- d. The department chair/faculty are not required to renew appointment without an open search at any point in a Lecturer's service; they may elect an open search at any time. But they are also not *required* to conduct an open search if in the second year of a

- Lecturer's appointment their performance is judged to be sufficient for appointment renewal.
- e. If there are more Lecturers eligible for renewal than available positions, there is no requirement to select the senior candidate. In this situation, the department chair and/or a committee of faculty may follow the limited search protocol (section D above). If a Lecturer is in a multi-year contract, the University may elect at any time not to renew their appointment, even when that term includes one or more additional year(s) beyond the effective date of non-renewal, provided written notice of the decision not to renew appointment is given by March 31 of the terminal academic year. Such decisions may be made based on performance, availability of funds, or programmatic need (FH [3.5.3.3](#) (1)).

2. *Appointment Renewal Protocol*

- a. By the end of December, department chairs will complete the FAR evaluation letters for Lecturers in their second and third consecutive year of appointment or in the final year of a multi-year term appointment.
- b. By early January of each year, the Provost's Office will provide each dean with a list of Lecturers in their school. Those Lecturers in their second or later year of consecutive appointment who have been positively evaluated are eligible for consideration for appointment renewal without an open search.
- c. In January and February, department chairs and deans will assess departmental subject-area short-term need and funding availability to determine if the department has need and the school has the resources necessary for one or more Lecturer lines, and whether any current Lecturers should be considered for appointment renewal without an open search.
- d. By late February, the dean will submit requests to the Provost for approval for appointment renewal without an open search and, if relevant, for multi-year appointment terms.
- e. The dean will authorize Lecturer positions where there is need and funding, specifying a course load of 4.5 to 9 courses and a term (typically one year) associated with the position in the Academic Year Plan (AYP). Nine-course (1 FTE) appointments are encouraged, where possible, to provide the best possible salary for the candidate.
- f. If a Lecturer has been teaching courses that are still needed and for which funding is available, and if the Lecturer is in at least their second year of consecutive appointment in the department and has been positively evaluated, the department chair in consultation with the dean will decide whether to renew the appointment or conduct an open search.
- g. If there are more eligible Lecturers than positions in the department, the department may conduct a limited search (see section D above).

- h. If the decision is to renew a Lecturer appointment without an open search, the dean will notify them of their appointment status by the annual March 31 deadline.
- i. The University will make a good faith effort to issue their letter of appointment by June 1.

## **F. Notification of Appointment Status**

1. By March 31, the dean must notify Lecturers whether they will be appointed the following year.
  2. The notification may take one of four forms:
    - a. The faculty member is not yet eligible for appointment renewal but is welcome to apply for any open position for which they are qualified;
    - b. The faculty member is eligible for appointment renewal without an open search and is renewed;
    - c. Short-term programmatic need may exist but has not yet been determined, so appointment status is unknown (this type of letter should give an indication when appointment status *will* be known); and
    - d. The appointment will not be renewed. The relevant reasons for non-renewal must be referenced in the notification letter/email, and include:
      - insufficient departmental need and resources (if there are fewer lines available than the current year), and/or
      - there were a number of qualified candidates for the reduced number of available positions, and another Lecturer was chosen; and/or
      - unsatisfactory performance, and/or
      - lack of subject-area expertise.
- The lack of a terminal degree may not on its own be grounds for appointment non-renewal, unless the expectation of terminal degree completion was indicated in the initial letter of appointment.
3. The deans send to the Provost's office a list of candidates, indicating whether their appointments have or have not been renewed or if a decision has not yet been made. For those candidates whose appointments are not renewed, the list indicates the reasons shared with the candidate about the criteria that were not met. The Provost's Office conveys the list to the Union.