



**University Procedures for Assistant Teaching Professor Searches**  
**Office of the Provost**  
**March 3, 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, appointments to Assistant Teaching 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 [3.1.2.1](#) and [3.2.2.2](#) apply, except for bargaining unit members where the collective bargaining agreement supersedes them.

Teaching Professors of all ranks are appointed where the University has determined there is persistent programmatic need as defined in this Article to teach on an ongoing full-time (defined as seven (7) courses of conventional unit value on the quarter system) basis and meet required professional activity and service requirements as set forth in the Faculty Handbook. (CBA Art. [10.B.3](#); cf. FH [3.1.2.1](#) [revisions pending]).

Assistant Teaching Professors are typically appointed to three-year renewable terms.

Faculty in the Teaching Professor track 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 Assistant Teaching Professors are required to perform the specific functions related to teaching (typically 70% of their responsibilities and evaluation), professional activity (15%), and service (15%), 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;
    - 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. *Advising is a teaching responsibility and not a service activity.* An Assistant Teaching Professor may be assigned a reasonable number of undergraduate and/or graduate advisees commensurate with the expectations of the appointment.

## 2. Professional Activity

- a. Professional activity is generally described as “scholarly or creative work, professional practice, or other active engagement in a discipline or field that enables a Faculty member to remain current in that area and vital as a teacher” (CBA Art. [11.D](#); FH [3.4A.1.1](#)).

- b. Examples of professional activity may include:

- attendance or presentations at conferences;
- occasional publications that contribute to scholarship or pedagogy in the field, creative work in the arts, and practice in a professional field.

*Please note that The Faculty Affairs Committee and the Labor Management Committee are working on defining "professional activity" further, with a goal of amplifying this definition.*

- c. Faculty in the Teaching Professor ranks shall not be held to the same standards of scholarship as tenure-track Faculty (CBA Art. [11.D](#); FH [3.4A.1.1](#)). Specifically, they are not required to produce scholarship of discovery.

## 3. 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. Examples of 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 Teaching Professor ranks, service expectations must be commensurate with the full-time equivalency of the appointment. Service is typically evaluated as 15% of the responsibilities and evaluation for this appointment type.
- d. Committee service in excess of Teaching Professor rank's regular appointment/service obligation must be approved by the Provost in advance and will be paid subject to modification of the Teaching Professor's contract setting forth the amount of additional service authorized and the compensation to be received in accordance with this Agreement (CBA Art. 13).
- e. Advising may not be credited as service; it is a teaching responsibility.

## **B. General Guidelines for Recruitment**

1. Searches for Assistant Teaching Professors are national 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](#); 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. Faculty in renewable-term and continuing appointments are appointed primarily to teach in an area of persistent programmatic need pursuant to CBA Art. [10.3](#) and FH [3.1.2.1](#). Such need shall be identified by the department and approved by the dean and provost.
4. The full-time equivalent teaching load for faculty in renewable-term and continuing positions (see FH [3.1.2.1](#)) is seven courses of conventional unit value per year on the quarter system (FH [3.6.3.1](#); CBA Art. [10.B.2](#)).

5. Any load less than seven is considered less than 100% full-time equivalency. For example, a six-course load is 86% full-time equivalency (6 courses / 7 courses = 0.86 FTE). Renewable-term positions are normally full-time (with a course load of seven) and are never less than half-time (3.5 courses). Continuing positions (Associate or full rank) are always full-time. All teaching assignments will be documented in the academic-year course plan (FH [3.1.2.1](#)).
6. 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.
7. Faculty in renewable-term and continuing appointments must teach at least one course each quarter (fall, winter, spring). The provost and dean may grant an exception for course clustering.
8. Faculty on renewable-term appointments are not tenured and do not accumulate credit towards tenure (CBA Art. [8.A](#), FH [3.1.2](#)).
9. 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).
10. Assistant Teaching Professors are typically appointed to three-year renewable terms (CBA Art. [10.B.3](#), FH [3.1.2.1.2](#) [revisions pending]).
11. Assistant Teaching Professors are evaluated annually beginning in the second year of appointment (FH [3.3](#)). The FAR evaluation must indicate a score on a scale of 0 (low) to 5 (high) in each of the three position criteria (teaching, professional activity, and service) and an overall score representing the sum of each criterion score multiplied by the fractional weight for each criterion. The CBA requires a statement of whether performance is satisfactory (CBA Art. [11.E](#)). Satisfactory performance requires a score at or above 4.0 in teaching and 3.0 in both professional activity and service (CBA Art. [10.D.1](#); FH [3.3](#)). The scores are accompanied by a narrative review of performance with reference to department, school, or University standards, and must include a clear indication of what the NTT Faculty member might do to enhance their candidacy for promotion to reach the appropriate thresholds (“superior” for reappointment and promotion to associate; “extraordinary” in teaching for promotion to Teaching Professor”; CBA Art. [10.D.1](#), [11.E](#); FH [3.4A.1.1](#)).
12. Reappointment to another term is always contingent on superior, not merely satisfactory, performance, in each of the three position criteria (teaching, professional activity, and service). Annual FAR evaluation letters must indicate what a faculty member might do to enhance their candidacy for reappointment and promotion; this would be the place to address whether performance is meeting these higher thresholds. The established timelines for notification of non-reappointment

must be followed (FH [3.5.3.3](#)). After consultation with the provost, the dean will make the final reappointment decision.

13. All hiring decisions shall be at the sole discretion of the University (CBA Art. [10.C](#)). While current Lecturers 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.
14. Offer letters are prepared by the dean's office and letters of appointment for all Assistant Teaching Professors are issued from the provost's office and signed by the provost (current offer letter template; current appointment letter template).
15. Faculty in the Teaching Professor ranks are subject to the limitations on consulting and other paid professional activities specified in FH [3.7.4.3](#).

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

1. *Position proposal and approval*. The dean will consult with the department on how to best address persistent programmatic need. Departments may propose either a tenure-stream or an assistant teaching professor position to address identified need. The dean shall file a request for the line with the Provost or for permission to begin a search to fill a vacant line. The analysis for persistent programmatic need is described in more detail on the website of the provost's office. The purpose of the request will be to determine whether financial resources exist to fund the proposed position.
2. *Recruitment plan*. A rigorous, national search must be conducted. A recruitment plan must be developed and approved by the dean, associate dean or assistant dean before an ad may be posted. Failure to follow the approved plan may lead to cancellation of the search. The recruitment plan shall include three parts:
  - a. Advertisement for the position
    - i. The advertisement must be approved by an associate or assistant dean and posted in the Workday system.
    - ii. The advertisement must include all criteria the department will use to judge the candidates, including the area of persistent programmatic need identified by the dean's office. Also the ad must include a specific application deadline, description of the areas of evaluation, minimum academic and experiential qualifications. Each advertisement must also reference SCU as a Jesuit, Catholic university.
  - b. Recruitment plan
    - i. The recruitment plan shall include the process that will be used to narrow the applicant pool and must be uploaded to the Workday system. A large department may use a search committee to narrow the applicant pool, with the prior approval of the dean. The members of the search committee should be identified in the recruitment plan. Tenure-stream faculty, Teaching

Professors, and Associate Teaching Professors are eligible to serve, provided they are in at least their third year of appointment at Santa Clara University. For campus visits, all tenure-stream faculty and all ranks of faculty in the teaching professor track are eligible to participate in search events and vote on the hiring recommendation.

- ii. The recruitment plan shall include a list of venues in which the advertisement will be posted as well as a list of groups or organizations that will be contacted as part of the outreach. Given the University's mission to create an inclusive community that is enriched by people of different backgrounds and perspectives, advertising venues should be selected with the goal of reaching a broad and diverse applicant pool.
  - iii. The position announcement must be posted on the Human Resources website and the department website for at least fourteen days. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters.
- c. Hiring criteria rubric:
- i. The criteria rubric should contain all criteria listed in the advertisement, and should focus on the area of teaching as described in the CBA Art. [11.D](#) and FH [3.4A.1.1](#) and [3.6.3.1](#).

### 3. Search Procedures

- a. When a job (or the first of several jobs) is posted for the next 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. Internal candidates must apply for the position like all other applicants.
- b. 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, provided they are in at least their third year of appointment at Santa Clara University.
- c. Initial screening video interviews must be conducted for all Assistant Teaching Professor 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 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.

- d. 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.
- e. 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.
- f. The campus interview list must be reviewed and approved by the dean, associate dean, or assistant dean before the candidates are invited to campus. The list, with justification and CVs, must be provided to the dean/associate dean/assistant dean for consideration and approval. The goal is that at least three well-qualified candidates are recommended for on-campus interviews.
- g. On-Campus interviews should include a sample lecture or presentation to students. Feedback from students and faculty other than those eligible to vote on the hiring recommendation is advisory only.
- h. A dean, associate dean, or assistant dean will interview all finalists. They will provide basic information about the school/College and University, an overview of benefits, housing availability, a review of the current salary scale, and discussion of moving reimbursement needs.
- i. After the department has ranked the candidates and identified the finalist, the department chair or search committee chair must communicate the ranking to the associate or assistant dean and upload the written hiring recommendation and ranking, notes from search committee participants, and other required search information, into the applicant tracking system (Workday).

- j. The associate or assistant dean consults with the dean, and prepares the salary step calculation and draft offer letter, based on templates provided by the Provost. The dean consults with the provost to seek permission to make the offer at the salary recommended. Relocation awards are taxable and will be issued only if included in the offer letter (they are paid via Payroll as supplemental pay).
- k. After the approval of the Provost is received, the associate dean may contact the candidate to make a verbal offer. The department is never authorized to communicate an offer to an Assistant Teaching Professor without the written authorization of the associate dean or dean.

#### 4. Hiring Procedures

- a. The dean's office will prepare and send the offer letter to the candidate.
- b. By this point, the department should be sure that it has uploaded the following documents to Workday:
  - i. Recruitment Plan
  - ii. Departmental recommendation describing the specific role of the candidate in the department, assessing the potential of the candidate in terms of teaching and service
  - iii. Recommendation of the final candidate
  - iv. Notes from search committee participants
- c. The dean's office will ensure that the signed offer letter and the salary step calculation are uploaded into Workday.
- d. The provost's office issues the letter of appointment and completes the hiring process.
- e. The University is obliged to make a good faith effort to issue contracts by May 1 (CBA Art. [16](#)).

#### 3. Orientation & Mentoring

- a. Assistant Teaching Professors 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 Faculty & Lecturer Union, affiliated with SEIU Local 1021, will also conduct an orientation in September.
- b. The department chair is required to assign a non-tenure-track faculty mentor to each new Assistant Teaching Professor. If there are not enough non-tenure-track faculty in the department to serve in this role, a non-tenure-track faculty mentor from another department in the same school may be chosen. This mentorship is meant to support new Faculty in University, college or school, and department expectations and to guide them in evaluation processes, teaching advice, and

how to succeed professionally (CBA Art. [11.F](#)). A peer evaluation of their teaching at some point during the year is required to inform the second-year Faculty Activities Report (CBA Art. [11.D.1.c](#)).

4. *Reappointment Review*. In the third year of the three-year term, a reappointment evaluation must be completed. In fall of the third year, the department will conduct a review of the prior two years of performance that will result in a letter recommending for or against reappointment to another three-year term based on performance. The dean will make the reappointment decision, after reviewing the department recommendation and discussing the case with the provost. Reappointment procedures are outlined in FH [3.4A.1](#) and on the Provost's [website](#).
5. *Non-Reappointment*: The University may elect to not reappoint an Assistant Teaching Professor on a renewable term even when the term includes one or more additional years beyond the effective date of non-reappointment, provided written notice of the decision not to reappoint is given at least three months before the end of the terminal academic year (i.e., May 31; CBA Art. [10.E](#), FH [3.5.3.3 \(1\)](#)). Such decisions may be made based on performance, availability of funds, or programmatic need. Decisions not to reappoint an Assistant Teaching Professor are not grievable.