



University Procedures for Assistant Teaching Professor Searches
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.

Unless an exemption applies to a particular candidate, appointments to non-tenure-track faculty positions in the quarter schools 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 section [3.2.2.2](#) applies, except for bargaining unit members where the collective bargaining agreement supersedes it.

A. Purpose & Definition

The University seeks to recruit and retain exceptional faculty members, so as to assure that “our students receive the highest levels of educational, ethical, and emotional support to flourish and find their paths at Santa Clara” ([Impact 2030](#)). Likewise, the Jesuit nature of the University is central to its identity and mission.

In support of these central commitments, the long-standing strategic priorities of the University include:

1. To recruit and retain faculty with outstanding professional qualifications and a commitment to advance the University’s vision, mission, and values;
2. To build a faculty with a diversity of life experiences and perspectives to support a culture of belonging for all our students and to more effectively imagine solutions for the common good;
3. To recruit and retain members of the Society of Jesus to strengthen our Jesuit identity; and
4. To increase partnerships with Silicon Valley by allowing departments, on occasion, to hire experts from outside academia to teach in a limited capacity as Professor of Practice or Dean’s Executive Professor.

The goal of this document is to describe the procedures for evaluating and, if merited, undertaking a targeted search for a faculty member in the non-tenure-track ranks.

B. Criteria

The standard faculty recruitment procedure requires an open search posted on the Human Resources [Careers website](#). In searches for Assistant Teaching Professors, the dean approves a recruitment plan, the job ad copy, and the advancement of candidates through the stages of the search process. Searches for academic-year faculty lack the recruitment plan, but otherwise follow the same steps.

In rare situations, a department may ask the dean for an exception to the normal recruitment and search processes for the purpose of pursuing faculty who will advance one or more of the strategic priorities listed above. In service of the third strategic priority listed above, a Jesuit provincial may ask the University President to consider a non-tenure-track appointment for a member of the Society of Jesus, which the relevant department should consider but is not required to accept. Similarly, one department and their dean may request that another department consider the appointment of a job candidate's spouse for a non-tenure-track appointment, which again the department may consider but is not required to accept.

Because of the strategic nature of a targeted search, faculty are typically appointed at senior rank to teach particular courses aligned with their expertise.

In order for an exception to the standard search procedures to be considered, the following criteria must be met:

1. The candidate has the qualifications required for the position and courses under consideration. (For example, for a position in the Teaching Professor ranks, the candidate has evidence of superior or extraordinary performance in teaching, service and professional activity. For a Lecturer, Professor of Practice, or Dean's Executive Professor, the candidate has qualifications in the particular area of teaching that would contribute to the curriculum of the department for the fixed-term of the appointment.)
2. For appointments in the Teaching Professor ranks, the department and school can document curricular need using the persistent programmatic need formula, as augmented by upcoming retirements or resignations, or growth/restructuring in the department's offerings.
3. The continuing faculty and the tenured faculty of the department support the recruitment of the particular candidate, support using the targeted search process in lieu of an open search process, and have discussed the implications for future hires. While a vote is not required, if one is taken, the proposal should get at least a majority vote.
4. The hire would advance the strategic and distinctive mission, goals, and priorities of the department, school, and University, including the goals of diversifying the faculty and/or recruiting and retaining current extraordinary faculty.
5. *Either* an open search is unlikely to yield a reasonable pool of similarly qualified candidates *or* recruitment must be expedited to meet time demands created by a

competitive job market for similarly-situated candidates, or, in the case of a spousal or domestic partner hire, to meet the demands of recruiting and/or retaining the primary faculty member.

C. Process

1. Request to Provost for Targeted Search

- a. When a candidate has been identified as potentially meeting the five criteria listed above, the dean will provide the Provost with the following information:
 - The curricular need that the proposed hire would fill.
 - A description of the views and recommendation of the Associate and full Teaching Professors and the tenured faculty of the department, including a consideration of the implications for future hires.
 - The candidate's CV.
 - A statement describing the candidate's superior achievement and promise in teaching and service (and professional activity for appointments in the teaching professor ranks), including exceptional and notable accomplishments, if applicable.
 - A statement describing how the hire would advance the department, school or University's strategic mission and goals, including retention or diversity goals.
 - An explanation of why an open search is unlikely to yield a reasonable pool of similarly qualified candidates, or why an accelerated recruitment process is necessary.
- b. If the Provost approves the request, the dean will contact the chair with next steps.

2. Targeted Search Process (if approved by provost)

- a. Contact the Candidate: Normally, the chair will contact the candidate and invite the candidate to apply for the position. In some cases, it may be appropriate for the dean, provost, or President to initiate the discussion with the chair or the candidate.
- b. Create the Job Ad: The department will create a job ad in Workday where a unique URL will be created and sent only to the targeted candidate. The candidate will submit the usual documents required for the rank in question, as may be specified in school protocols or department standards. (For example, a candidate for a Dean's Executive Professor may need to provide only a short biographical statement because the candidate's expertise is well-known, while candidates for the teaching professor ranks should provide the full complement of required documents.) Upon request of the department, the dean may grant the department an exception to the list of items required in the job ad. That typical list includes:
 - curriculum vitae,
 - graduate transcripts (unofficial transcripts are acceptable at this stage),

- three letters of recommendation or contact information for three references, (confidential letters of recommendation must be emailed outside the system to the primary recruiter, who will upload them into Workday,
 - sample syllabi, if available,
 - teaching evaluations, if available,
 - personal statement(s) covering teaching philosophy, research plan, and experience working with people of diverse cultures and identities,
 - evidence of professional activity, if the appointment is to a teaching professor rank, and
 - evidence of the potential and ability to contribute to one or more departmental, school, or University priorities.
- c. Department Interview: After the candidate submits the application, the department conducts its standard interview process for the rank in question. (For example, for a candidate for appointment in the teaching professor ranks, the department search committee may conduct an initial zoom interview and then invite the candidate to a formal on-campus interview with the department, including a teaching demonstration and a meeting with the dean. Upon request of the department, the dean may grant an exception to the usual interview process.
- d. Departmental Recommendation: After the interview is complete, the faculty of the department (or search committee, as appropriate) considers the candidate as they would any candidate in a regular search at that rank. The chair provides a summary of the recruitment and decision-making process, and forwards the department's recommendation to the dean.
- e. Offer: If the department recommends the candidate's hire, and the dean and provost approve, the dean extends an offer using standard procedures.