Santa Clara University
Office of the Provost
November 1, 2023

University Procedures for Renewable-Term Lecturer Reappointment
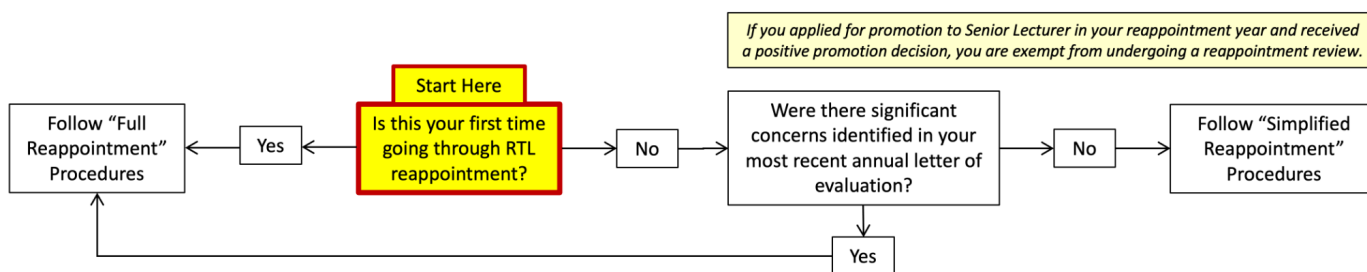
Overview

As noted in Section 3.1.2.1.2 of the Faculty Handbook, a Lecturer appointment is made for an initial term of three years, a second term of three years, and subsequent terms of six years. With approval of the Provost, a College or School may adopt a policy that establishes different terms of appointment. Reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds.

In addition to meeting the requirements set in 3.1.2.1.2, Lecturers seeking reappointment to another renewable term must demonstrate superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching. The standards for reappointment of Lecturers are described in 3.4A.1.1 of the Faculty Handbook.

If a Lecturer has petitioned for promotion to Senior Lecturer during the academic year in which they are to be considered for reappointment, and if they receive a positive promotion decision in mid-March, the promotion decision functions as the reappointment decision. In this case, there is no need for the Lecturer to continue with the reappointment petition and review. If the candidate is not promoted, and regardless of whether an appeal will be filed, the candidate should proceed with the reappointment procedure indicated by their dean.

Full Reappointment and Simplified Reappointment Procedures

A full, comprehensive reappointment procedure is required 1) for reappointment to a second term and 2) for reappointment to a new term when significant concerns were identified in the most recent annual letter of evaluation. The simplified reappointment procedure is followed for appointments to new terms only after successful appointment to a second term unless significant performance concerns were identified by the department chair and dean.

If you applied for promotion to Senior Lecturer in your reappointment year and received a positive promotion decision, you are exempt from undergoing a reappointment review.

Start Here

Is this your first time going through RTL reappointment? — Yes → Follow "Full Reappointment" Procedures

Is this your first time going through RTL reappointment? — No → Were there significant concerns identified in your most recent annual letter of evaluation?

Were there significant concerns identified in your most recent annual letter of evaluation? — No → Follow "Simplified Reappointment" Procedures

Were there significant concerns identified in your most recent annual letter of evaluation? — Yes → Follow "Full Reappointment" Procedures

General Procedures

As noted above, reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds. The presence of persistent programmatic need and the anticipated availability of funds must be confirmed before an application for reappointment can be submitted.

1. **Renewable-term Lecturer Full Reappointment Procedure**

1.1 **Target Dates for _Full_ Reappointment Procedure**

October 3, 2023	The Provost's Office with the dean's offices identifies Lecturers who are in the last year of a term of appointment.
February 6, 2024	Deans, in consultation with chairs, complete analysis of persistent programmatic need.
	In cases of reappointment to a third or subsequent term the dean and department chair will review the Lecturer's annual evaluations for the most recent term and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity.
February 16, 2024	In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
February 23, 2024	The candidate is notified in writing by the dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, and the reappointment procedure (full or simplified).
March 5, 2024	Information session for candidates, hosted by Faculty Development (12:15-1:15 p.m., Lucas 126).
March 19, 2024	Procedure meeting for chairs and deans, hosted by the Acting Provosts (3:30-4:30 p.m., Lucas 126).
April 9, 2024	Full applications for reappointment are due to the Lecturer's department chair and dean through Interfolio.
May 7, 2024	The department makes a reappointment recommendation to the dean in Interfolio.
June 6, 2024	After consultation with the Provost, the dean notifies the candidate of the reappointment decision in Interfolio. If the decision is negative, the candidate will receive a final one-year appointment.

1.2 **Specific _Full_ Procedure for the Candidate**

Candidates should carefully review the *Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty* in Section 3.4A of the Faculty Handbook.

Candidates must provide reappointment application materials electronically in Interfolio by the deadline listed above. The application should include supporting documentation that will provide evidence of superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching. The candidate may upload these materials in Interfolio's Faculty180 module at any time during the year. Approximately a month before the

reappointment application deadline, the candidate's "case" will be built automatically in Interfolio's RPT module, drawing all entries from the *most recent appointment term.* The candidate will be able to review their case and make adjustments up until the deadline. The application must include the following materials, submitted electronically, for the most recent appointment term (Faculty180 sections are designated below with a ▶).

Evidence of Superior Teaching

▶ Teaching
- Include evidence of superior teaching for each distinct course under the teaching section. Materials must include:
  - Syllabus: course syllabi for each course[1]
  - Course Evaluation: SET reports[2], narrative evaluations (if available)
  - Peer Evaluation: letters or other reports on the direct observation of teaching (if available)
  - Other: Any other materials that provide significant evidence of your teaching (e.g., major course materials such as customized course readers, exams and other assessments, and examples of assignments or in-class activities)

▶ Other Teaching (include evidence of curricular development, contributions to the learning environment, teaching awards or honors)

Evidence of Professional Activity *(some evidence required; you may not use all categories)*

▶ Scholarly Contributions and Creative Productions

▶ Scholarly Plans (for publication/creative production)

▶ Other Professional Activity (conference attendance and presentations, professional practice, awards or honors)

▶ Professional Development (short courses, workshops, conferences designed to bring faculty up-to-date in their discipline or to advance pedagogical development)

▶ Grants - External (use if you have received grants)

▶ Grants - Internal (use if you have received grants)

Evidence of Service Contributions

▶ University, School, or Department Service

▶ Major Professional Service

▶ Major Community Service

▶ Administrative Service

Faculty Activities Reports

▶ Historical FARs & FAR Evaluation Letters (include your original FARs **and** your annual evaluation letters from the department)

A chronological listing of courses taught by year including enrollments will be provided within Faculty180. If a majority of the candidate's teaching is done outside of the traditional classroom then the candidate should provide additional evidence such as narrative evaluations and the like. A personal statement and CV may be submitted but are not required (if you do include them, please use the designated activities categories in Faculty180). Letters

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[1] PDF format for course materials is recommended; see the guide for converting Camino course materials to PDF format (https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/interfolio-guides/Converting-Camino-Pages-to-PDF.pdf). If you link to online materials, we recommend pointing reviewers to specific artifacts using a Word document with links (in the video guide for uploading materials to Faculty180, you will find instructions at 3.17; https://www.youtube.com/watch?v=0PhrprRDaEU). Please note: Academic Technology makes courses inaccessible on Camino after one year and one term, so a faculty member would have to request the course be reactivated, set the course end-date for the conclusion of the evaluation process, and make the course public, in order for a link to a public Camino course to work.

[2] You are responsible to upload your individual SET reports for each class. The Provost's Office will supply a SET analysis that collates your numerical results across the review period , comparing these to results in your department and school. This report will be uploaded to your case before your submission deadline, for your review.

from external reviewers are not allowed as part of the file unless approved in advance by the dean. Other supporting materials are not required.

The dean shall notify the candidate of the decision in writing. The process for reconsideration of a negative decision is described in section 3.4A.1.4 of the Faculty Handbook.

1.3   Specific _Full_ Procedure for the Department and Dean

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers (3.4A.1.3). Specifically, each department shall review applications for reappointment of Lecturers in accordance with procedures set by the dean. As the department reviews the candidate's application, the Standards for Reappointment of Lecturers (3.4A.1.1, provided as Appendix I below) should guide a comprehensive evaluation of the application. All application materials should be carefully considered. All tenured faculty and Senior Lecturers in the applicant's department shall be eligible to participate in the review of applications. With the approval of the dean, faculty in a large department who are eligible to participate may elect a committee of eligible faculty to conduct the review on behalf of the whole department.

The department shall either _highly recommend, recommend, or not recommend_ reappointment. The chair shall convey the recommendation of the department, along with a report explaining that recommendation, to the dean through Interfolio. A template for the report is available at the Lecturer Reappointment section of the Evaluation, Reappointment & Promotion page on the Provost Office website (https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/).

After consulting with the Provost, the dean shall make the final decision and inform the candidate of that decision in writing.

2.   Simplified Procedure for Renewable-Term Lecturer Reappointment

The simplified reappointment procedure is followed for appointments to a third or subsequent term unless significant performance concerns are identified by the department chair and/or dean in evaluative materials from the current term.

2.1   Target Dates for _Simplified_ Reappointment Procedures

October 3, 2023	The Provost's Office with the dean's offices confirms Lecturer positions that are in the last year of a term of appointment.
February 6, 2024	Deans, in consultation with chairs, complete analysis of persistent programmatic need.
	In cases of reappointment to a third or subsequent term the dean and department chair will review the Lecturer's annual evaluations for the most recent term and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity.
February 16, 2024	In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
February 23, 2024	The candidate is notified in writing by the dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, superior performance, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
March 5, 2024	Information session for candidates, hosted by Faculty Development (12:15-1:15 p.m., Lucas 126).

March 19, 2024	Procedure meeting for chairs and deans, hosted by the Acting Provosts (3:30-4:30 p.m., Lucas 126).
April 2, 2024	The candidate submits a letter in Interfolio, addressed to the Lecturer's department chair and dean, indicating their intent to continue with a new term.
May 7, 2024	The dean offers the reappointment to the candidate, in a letter in Interfolio, indicating the length of the new term.

2.2   *Specific <u>Simplified</u> Procedure for the Candidate*

The candidate submits a letter in Interfolio, addressed to the Lecturer's department chair and dean, indicating their intent to continue with a new term.

2.3   *Specific <u>Simplified</u> Procedure for the Department and Dean*

Evaluations for faculty holding renewable-term appointments are conducted annually (section 3.3 of Faculty Handbook). In the evaluation for the penultimate year of the current term, the evaluation must contain a recommendation on the type of reappointment procedure to be followed for reappointment to the next term (e.g., for a three-year term, the evaluation of the second year should include the recommendation).

The dean, in consultation with the department chair, will determine the type of reappointment procedure for which the Lecturer qualifies per the above requirements and notify the candidate in writing by the target date. In a simplified procedure, the candidate will then submit a letter in Interfolio confirming their intent to continue. The dean then submits a letter in Interfolio, confirming reappointment and the length of the new term.

3.4A.1.1 Standards for Reappointment of Lecturers

Standards for reappointment of Lecturers must be broad enough to accommodate differences in academic disciplines and fields, the needs of different departments, and the nature of the specific appointment.

In addition to meeting the requirements set in 3.1.2.1.2, Lecturers seeking reappointment to another renewable term must demonstrate 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.

Teaching is to be judged in a teacher's total effect upon the education of his or her students. Teaching includes not only classroom instruction, but also academic advising and curriculum development. Effective teaching requires, at a minimum, competence in the subject and in skills of presenting it, and professionalism in conduct towards students. Academic advising is an extension of teaching. It is an expression of the University's concern for the development of the whole person and includes advising on courses and academic programs, on academic life generally, and on career opportunities. Curriculum development includes both contributions to departmental and University curricula, such as the development of new courses or significant modification of existing ones, and the creation of pedagogical materials that may be of use to other teachers. Those entrusted with evaluating a candidate's teaching are to consider all evidence of achievement in each of the three components. The candidate's course materials form part of this evidence. The evidence also includes, but is not necessarily restricted to, the testimony of the candidate's colleagues, students, chair and other academic officers about the following: the candidate's command of the subject; the effectiveness of the candidate's presentation, whether in lectures, discussion, or tutorial; the quality and rigor of the candidate's courses; and the respect for and stimulation to further study of the subject that is generated among the candidate's students. Any other factors that contribute to the candidate's effect upon the education of his or her students shall also be taken into account.

Service is 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 Lecturer's professional expertise or association with the University. The service expected of Lecturers will be appropriate to their expertise and experience.

Professional activity refers to scholarly or creative work, professional practice, or other active engagement in a discipline or field that enables a Lecturer to remain current in that area and vital as a teacher. Examples of professional activity 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. Lecturers shall not be held to the same standards of scholarship as tenure-track faculty.

It is the responsibility of the candidate to demonstrate superior, not merely competent, performance in the criteria described above. The interpretation of all criteria and the judgment of whether the candidate meets them is left to the persons and committees specifically charged in this Handbook or in the Constitution of the School of Law or the Statutes of the Jesuit School of Theology with the evaluation of candidates.

Collegiality is not a distinct capacity to be assessed independently of the three standards described above. It is rather a quality whose value is expressed in the successful execution of these three functions. Collegiality means that faculty members cooperate with one another in sharing the common burdens related to discharging their responsibilities, and do so in a conscientious and professional manner. Collegiality is not the same as conformity or intellectual agreement and may not be interpreted in a way that violates the principles of academic freedom. In those rare instances in which lack of collegiality becomes an issue in the evaluation of faculty for reappointment or promotion, it may be considered only insofar as it has a negative effect on the functioning of the department, college or school, or University.

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