

**Santa Clara University**  
**Office of the Provost**  
**November 23, 2018**

### **University Procedures for Quarter/Semester Adjunct Lecturer Searches**

*Note: These procedures were developed in response to the work of the Lecturer Best Practices Task Force during the summer of 2018 and reviewed in Fall 2018 by the Faculty Affairs Committee, Lecturer Best Practices Task Force, and the Committee on Lecturers and Adjuncts. In October 2018, all faculty members were invited to comment on the procedures. The Faculty Affairs Committee was the last locus of dialog on November 29, 2018. These procedures were adopted on December 1, 2018. These procedures are to be updated annually to refine the timeline and process.*

#### **General Procedures**

All departments (and programs) must advertise all positions in the university's applicant tracking system. Any search and hiring procedures must be followed for all quarter/semester adjunct lecturer positions and must include the following:

- 1) Searches for Quarter/Semester Adjunct Lecturers may be regional in focus.
- 2) The advertisement for the position must be approved by an associate or assistant dean and, at a minimum, must be posted for 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.
- 3) A pool of QAL/SAL candidates may be established, which is refreshed annually. The pool may be focused by specialty, department, or school. The advertisement for the pooled positions must be approved by an associate or assistant dean. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters. The advertisement must include specific hiring deadlines for each quarter and reference SCU as a Jesuit, Catholic university.
- 4) Phone, video, or on-campus interviews must be conducted for all QAL/SAL positions and should not be recorded. Comparable interviews must be conducted for all candidates. During the interview, the department chair or 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.
- 5) After the department chair or search committee has identified the finalist, the department chair or search committee must upload the required search information into the applicant tracking system.
- 6) The dean's office determines the salary for the faculty member. The dean's office prepares and manages offer letters.