Santa Clara University
Office of the Provost
January 14, 2026

University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2026-27 Hybrid Process

Reappointment

An Assistant Teaching Professor appointment is made for an initial term of three years. Subsequent terms of three years are contingent on successful reappointment reviews (Collective Bargaining Agreement Art. 10.B.3; Faculty Handbook 3.1.2.1.2.1). 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.

In addition to meeting the requirements set in 3.1.2.1.2.1, Assistant Teaching Professors 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 Assistant Teaching Professors are described in 3.4A.1.1 of the Faculty Handbook[1] and Article 11.D of the Collective Bargaining Agreement.

Promotion to Associate Teaching Professor

Eligibility and Indication of Intent

An Assistant Teaching Professor who intends to submit their reappointment materials in Fall 2026 in consideration of both reappointment and promotion ("hybrid process") must complete and submit this form no later than **February 18, 2026**. Requests received after February 18 will not be accepted for this petition cycle (the next petition cycle will be in Fall 2027, with a February 2027 deadline to indicate intent to apply). The form alerts the chair, dean and Provost's Office that you intend to be considered for promotion, which unlike reappointment review is at your discretion provided that you meet the following eligibility requirements:

1. The candidate must currently be an Assistant Teaching Professor.
2. The candidate must have five years of full-time service as a renewable-term Lecturer or Assistant Teaching Professor at the University, or equivalent academic experience, by the time the promotion would take effect. The five years of service must be at seven courses or more per academic year each year. Equivalent academic experience is determined on a case-by-case basis by the Provost, in the appeal of placement in rank process that occurred in Summer 2024 for then-current employees, or thereafter at the point of hire.
3. The completion of at least one 3-year review cycle as a renewable-term Lecturer or Assistant Teaching Professor at Santa Clara University is required (Article 10.D.1 of the Collective Bargaining Agreement).

Standards for Promotion

In addition to meeting the requirements set in Faculty Handbook 3.1.2.1.2.1, Assistant Teaching Professors seeking promotion to Associate rank 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.

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[1] Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

The standards for evaluation of Assistant Teaching Professors, as well as the definition of the three criteria (teaching, professional activity, and service) are described in 3.4A.1.1 of the Faculty Handbook[2] and Article 11.D of the Collective Bargaining Agreement. Article 10.D.1 adds that promotion to the rank of Associate Teaching Professor "indicates a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development. With this promotion comes the expectation of continued pedagogical and curricular development and service to the University in these areas and in advising and mentoring of students and colleagues."

General Procedures

1. Target Dates for Reappointment & Promotion Procedure

January 28, 2026	Information session for Fall 2026 candidates for Assistant Teaching Professor reappointment, and candidates for promotion to Associate and full Teaching Professor, hosted by Faculty Development (11:45:-12:45 p.m., Varsi 222 - in person and Zoom).
February 18, 2026	Assistant or Associate Teaching Professors who are requesting to submit a promotion petition in Fall 2026 must complete and submit this form no later than **February 18, 2026**. Requests received after February 18 will not be accepted for the 2026-27 petition cycle. Assistant Teaching Professors may not petition for promotion to Associate in the first two years of appointment, but may petition in conjunction with or after their first third-year reappointment review.
Spring	Interfolio training sessions (see Faculty Affairs calendar).
August 13, 2026	Case created in Interfolio. If you need Interfolio training or assistance, contact Katie Williams, Senior Manager for Faculty Affairs (kfwilliams@scu.edu).
September 3, 2026	Process chair provides names of faculty participating in review to the Provost's Office (kfwilliams@scu.edu).
September 10, 2026	Candidate submits their case in Interfolio by 8:59 p.m. No applications will be accepted after this date, and no changes will be allowed to the case materials.
November 5, 2026	Department completes its evaluation and submits its recommendation to the Dean in Interfolio.
November 12, 2026	The Dean notifies the candidate of the department promotion recommendation via email and uploads the notification to the Interfolio case. If the department recommends promotion, the Dean sends the case to the school committee in Interfolio. If the department does not recommend promotion, the promotion case stops, but the reappointment review continues with the dean's review.
January 6, 2027	The school committee adds its promotion recommendation to the case and forwards the case to the Dean in Interfolio.
February 10, 2027	The Dean adds their promotion recommendation and sends the case to the Provost in Interfolio.
March 10, 2027	The Provost notifies the candidate of the promotion decision via email. Provost's Office staff upload the decision letter to the case.
By June 4, 2027	The Dean notifies the candidate of the reappointment decision via email. Dean's Office staff upload the decision letter to the case. If the decision is negative, the candidate will receive a final one-year appointment.

[2] Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

1. *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 and Articles 10.D.1 and 11.D of the Collective Bargaining Agreement.

Candidates must provide application materials electronically in Interfolio by the deadline listed above. The single application for reappointment and promotion (hybrid process) 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/promotion application deadline, the candidate's case will be built automatically in Interfolio's RPT module, incorporating all entries from Faculty180 by that date that fall within the period of review. The period of review is typically the two prior years of the appointment term, unless one is in a second or later three-year renewable term, in which case it will encompass service since initial appointment as a Renewable-term Lecturer/Assistant Teaching Professor, but in no case longer than the most recent six years. The candidate will be able to review their case and make adjustments up until the deadline in Faculty180; regenerating the case in RPT will pull any Faculty180 changes into the case.

The application must include the following materials, submitted electronically, for the period under review (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[3]
    - Course Evaluation: SET reports[4], 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)

[3] PDF format for course materials is recommended; see the guide for converting Camino course materials to PDF format. 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). Please note: Academic Technology makes courses inaccessible on Camino after one year and one term.

[4] 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 emailed to you before your submission deadline, for your review. You do not need to upload it to your case; Provost's Office staff will do this for you.

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). Even if you completed your FAR in Interfolio, you still need to take this step and upload the individual evaluation letter and report to Fac180.

A chronological listing of courses taught by year including enrollments will be provided within Faculty180 and will appear in the case. If a course is missing from this list please reach out to Katie Williams (kfwilliams@scu.edu). If a majority of the candidate's teaching is done outside of the traditional classroom, the candidate should provide additional evidence such as narrative evaluations. 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 from external reviewers are not allowed as part of the file unless approved in advance by the dean. Other supporting materials are not required.

Candidates may not add or remove any application materials after the deadline. The subsequent steps depend on the outcome of the department recommendation:

February 18

August 13

September 10

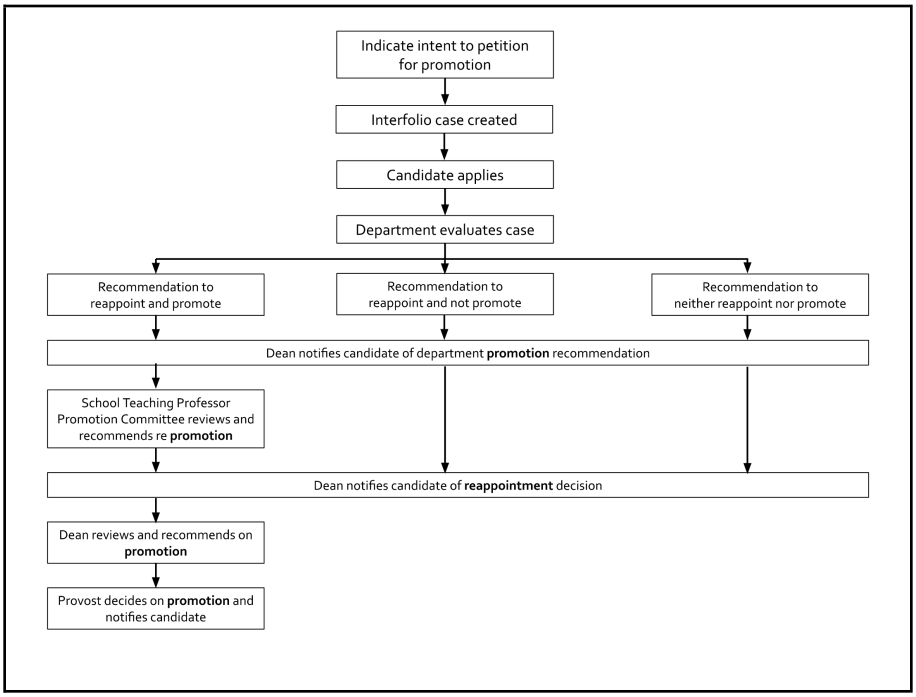
November 5

November 12

January 6

[June 4, *only if promotion is denied*]
February 10

March 10



If the departmental promotion recommendation is positive, the candidate's application then moves to the School Teaching Professor Rank & Promotion Committee, then to the Dean, and finally to the Provost for consideration. The Provost will notify the candidate in writing of the decision.

If the department does not recommend promotion, the process stops with a notification from the Dean. The faculty member will be advised upon request of the reasons that contributed to the decision. This decision is not subject to appeal (Faculty Handbook 3.4A.2.3[5]).

If the case proceeds to the school committee, dean and Provost and promotion is denied, the candidate may request reconsideration of the decision not to promote. The process for reconsideration of a decision not to promote is described in section 3.4A.2.4 of the Faculty Handbook.[6]

In the case that reappointment as well as promotion is denied, the faculty member will be advised upon request of the reasons that contributed to the decision. If the faculty member is in their first three-year term as an Assistant Teaching Professor, the decision is not subject to appeal. Faculty in their second or later three-year term as an Assistant Teaching Professor may request reconsideration of the decision. The process for reconsideration of a negative reappointment decision is described in section 3.4A.1.4 of the Faculty Handbook.[7]

It is recommended that the candidate upload the notification letter(s) to the "Reappointment & Promotion Decision Letters" activities category in Faculty180/Interfolio.

2. *Procedure for the Department for Reappointment and Promotion Review (hybrid process)*

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers (3.4A.1.3)[8] and for Promotion to Senior Lecturer (3.4A.2.3), which inform the new hybrid process for reappointment and promotion to Associate Teaching Professor.[9] Specifically, each department shall review these applications 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[10]) and Articles 10.D.1 and 11.D of the Collective Bargaining Agreement should guide a comprehensive evaluation of the application. Before reviewing applications for promotion to Associate Teaching Professor, all department members participating in the review should carefully review the sections of the Collective Bargaining Agreement describing the Teaching Professor position in general and the Associate Teaching Professor position in particular (Art. 10.B.3), the CBA section on Presumption of Continuing Employment (Art. 10.B.4), and the Faculty Handbook and CBA section on standards for reappointment and promotion referenced above.

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[5] A pending revision of the Faculty Handbook renumbers this section 3.4A.2.4. Provisions relevant to promotion to Senior Lecturer in the current Faculty Handbook apply to promotion to Associate Teaching Professor and Teaching Professor.

[6] A pending revision of the Faculty Handbook redesignates the section "Reconsideration of a Decision Not to Promote in the Teaching Professor Ranks" and changes the section number to 3.4A.2.5. Provisions relevant to promotion to Senior Lecturer in the current Faculty Handbook apply to promotion to Associate Teaching Professor and Teaching Professor.

[7] A pending revision of this Faculty Handbook section would redesignate the section "Reconsideration of a Decision Not to Reappoint an Assistant Teaching Professor."

[8] A pending revision of this Faculty Handbook section is tentatively titled "Procedures for Review of Reappointment Applications" and will correct the job title from the former Lecturers (for Renewable-term Lecturers) to Assistant Teaching Professors.

[9] A pending revision of this Faculty Handbook section would renumber it 3.4A.2.4, redesignate it "Procedures for Review of Applications for Promotion in the Teaching Professor Ranks," and treat both promotion to Associate Teaching Professor and Teaching Professor within the same section.

[10] Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

All tenured faculty and (full) Teaching Professors in the applicant's department shall be eligible to participate in the review of applications. Faculty on leave may choose either to be excused or to participate in the reappointment and promotion process. A faculty member who asks to be excused may not participate in any part of the process. While it is not yet policy, it is best practice to assure that at least one Teaching Professor participates in the department review.[11] If a department does not have any Teaching Professors, a Teaching Professor from another department with similar teaching responsibilities may be selected by the dean, in consultation with the chair and candidate, and will participate fully with department colleagues in the review. 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. If such a committee is to be elected, approval of the dean should be requested no later than a week before the candidates' submission deadline. The process chair in each department will notify Provost's Office staff of the names of faculty participating in the review no later than a week before the candidate's submission deadline, so that their names can be added to the Interfolio case.

For candidates who also have an assignment or a joint appointment in a non-academic program, the department chair shall request and obtain an especially thorough evaluation of the candidate's performance in that non-academic role from the director of the non-academic program. This evaluation shall be added to the Department Review section of the candidate's case in Interfolio and shall be reviewed by the department.

All application materials should be carefully considered.

The department or committee must meet to discuss the strengths and weaknesses of the candidate. A majority must be present to conduct the meeting. A faculty member must attend the meeting to vote. At the conclusion of the discussion, two separate votes will be taken, one on the reappointment recommendation and a second vote (which must be by confidential ballot) on the promotion recommendation. Both ballots must indicate *highly recommend*, *recommend*, or *do not recommend*. The process chair will report the recommendation to those present orally (not by email), and record the tally.

The department will prepare a single report, indicating the overall recommendation for reappointment (without a vote tally) and the recommendation for promotion to Associate Teaching Professor (with vote tally) at the beginning, followed by an explanation of the recommendations based on the department discussion of the evidence in the case. All participating faculty will sign the report, either by hand, or by adding an image of their signature to the document. This document may be prepared and shared on Google Drive (with access restricted to participants) until it is complete. A template for the report is available at the Promotion section of the Evaluation, Reappointment & Promotion page on the Provost Office website, in the "Promotion to Associate Teaching Professor" section.

The process chair shall convey the recommendations and report of the department to the dean through Interfolio by the deadline listed above:

1) Completing a form indicating the overall recommendations of the department (reappoint and promote, or reappoint and do not promote, or do not reappoint), and the tally of the promotion ballots without attribution, and
2) Uploading the report with a signature page in PDF form.

After consulting with the Provost, the dean shall make the final decision about reappointment and inform the candidate of that decision in writing via email by the deadline indicated above.

[11] A proposal to this effect is part of a pending revision of the Faculty Handbook sections on reappointment and promotion in the Teaching Professor ranks.

3. *Procedure for the Dean (Dean Notification to Candidate steps)*

By the deadline indicated above, the dean will notify the candidate via email if the department recommendation for promotion is positive or negative, and upload the decision letter to the candidate's case in Interfolio (at the Dean Notification step). No notice of the reappointment decision is required at this time, although the letter due to the candidate by June 4, 2027 may be included in this earlier notice as long as the requirement to discuss the reappointment decision with the Provost has been completed.

If the recommendation for promotion is negative, the process will stop; the dean will notify the Provost's Office to close the case after they have notified the candidate of the reappointment and promotion decisions and uploaded the notifications to the case.

If the recommendation of the department is positive for promotion, the dean, on behalf of the chair, will send the case forward to the School Teaching Professor Rank & Promotion Committee, which has been elected by eligible faculty in the college or school.

4. *Procedure for the School Teaching Professor Rank & Promotion Committee*[12]

This committee shall be different from the college or school Rank and Tenure Committee. When possible, each committee shall consist of five members, with the majority being Teaching Professors and at least one tenured faculty member. If there are fewer than three Teaching Professors in the college or school eligible to serve, the committee shall consist of the three tenured faculty members and two, one or no Teaching Professors (section 2.11.2.3 of the Faculty Handbook).

Before reviewing applications, the committee should carefully review the Standards for Reappointment of Lecturers (3.4A.1.1[13]) and Articles 10.D.1 and 11.D of the Collective Bargaining Agreement. These documents should guide a comprehensive evaluation of the application. In addition, members should carefully review the sections of the Collective Bargaining Agreement describing the Teaching Professor position (Art. 10.B.3), and the CBA section on Presumption of Continuing Employment (Art. 10.B.4). In general, the Faculty Handbook section on Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty in section 3.4A applies except as superseded by the CBA or clarified in these Guidelines.

The committee shall thoroughly review all aspects of the candidate's application and the report of the department. They shall consider only the question of promotion and not the question of reappointment. Informed by this review, its members shall cast confidential ballots indicating their judgment of the strength of the application. Ballots shall be cast only once. Committee members from a candidate's department must recuse themselves entirely from the committee's review of the candidate's case. They shall not view any materials associated with the candidate's case, beyond what they examined as a participant in the department review. They shall not be present in the room, participate in the committee's deliberations, answer questions, vote, or sign the committee's report. They participate fully and cast a ballot only at the department level.

The committee shall prepare a report of its evaluation and recommendation that reflects and includes the results of the balloting. The Committee report will be submitted to the dean through Interfolio by the deadline listed above.

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[12] This Faculty Senate committee was formerly known as the School Promotion to Senior Lecturer Committee. A pending revision of the Faculty Handbook proposes changes to the name of this committee and to those eligible to vote for its representatives, amending 2.11.2.3 and Appendix A Supplement (Faculty Senate Elections Rules). To avoid confusion, the new titles of the committee and its members are used in this document.

[13] Currently titled "Standards for Reappointment of Lecturers," a pending revision to this section of the Handbook replaces "Lecturers" with "Assistant Teaching Professors."

5. Procedure for the Dean (Dean Review step)

By the deadline listed above, the dean will forward candidates' cases along with their recommendations to the Provost in Interfolio.

6. Procedure for the Provost (Provost Decision step)

The Provost will make final decisions and notify candidates.

7. Dean's Final Step: Notification of Reappointment Decision

The dean will notify the candidate of the reappointment decision by the deadline indicated above.

Inception of New Rank

The new reappointment term and/or inception of Associate rank will begin the following September for those successfully reappointed and/or promoted.