

Policies and Procedures for Quarterly Adjunct Lecturer Recruitment and Appointment

(Revised 2006, 2011, 2019, 2021, and 2022)

General Information

Some important highlights from the University Faculty Personnel Policies and Procedures are summarized as follows:

- These positions are normally exempt employees who will be paid a per-course rate if State law requirements are met.
- All ads are posted in the Workday system;
- Each appointment is for one quarter at a time the normal rank shall be adjunct lecturer;
- Total course load shall not exceed two courses per quarter;
- The estimated number of hours for a normal 4 to 5 unit course is 175 hours (1.0 teaching credit.)
- Total course load for the academic-year **may not exceed four courses or more than 2 in a quarter**;
- Letters of appointment are issued by the dean's office and signed by the dean;
- Each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- Quarterly Adjunct Lecturers are paid in installments over the quarter of employment per the dates provided by Human Resources;

Duties, Functions, and Expectations

Within the College, the teaching duties and functions of all fixed-term Adjunct Lecturers are assigned as those described in the *Faculty Handbook* for all full-time faculty (section 3.6.3.1). All quarterly Adjunct Lecturers are required to perform the specific functions related to teaching including but not limited to:

- 1) Teach courses as assigned and administer exams as per the Santa Clara University *Schedule of Classes*. Teaching a course typically includes developing syllabi, assignments and readings that align with the course description and 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; submitting course grades to the Office of the Registrar by quarterly deadlines; and administering all required numerical and narrative course evaluations.
- 2) Use appropriate measures of student performance, provide timely feedback to students, and assign grades that are an accurate and fair evaluation of student work;
- 3) Post and maintain regular office hours at times reasonably convenient for students as determined by the chair of the department;
- 4) Demonstrate a command of the discipline and skill in presenting it effectively;
- 5) Develop courses for which they are responsible.
- 6) Administer numerical and narrative course evaluations to each class as assigned by the chair.
- 7) No service is expected from quarterly faculty.

Search and Hiring Processes (University guidelines issued December 2018)

All departments (and programs) must advertise all positions in Workday. 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. At least 6 weeks before the start of the term, the chair must submit the quarterly adjunct lecturer payroll spreadsheet to the dean's office.
- 6) The dean's office prepares and manages offer letters.