

College of Arts and Sciences Search Processes for AYALs

General Information

The *Faculty Handbook* created a category of faculty with fixed-terms that includes adjunct faculty, research faculty and faculty with appointments in residence (Section 3.1.2.2)

Adjunct faculty hold a non-tenurable fixed-term teaching appointment for one or more of the following purposes: to replace faculty on leave of absence or administrative assignment; to address persistent programmatic need on a part-time basis; to address short-term programmatic need on a full-time basis; to provide expertise in a specialty area; or to explore a new instructional area. (Section 3.1.2.2.1)

Search and Hiring Processes for Academic Year Adjunct Lecturers

Position Approval. Each winter, the dean, weighing programmatic needs and the availability of financial resources, in consultation with the department chair, will authorize fixed-term adjunct lecturer positions specifying a course load of six to nine courses and term (typically one year) associated with the position in the Academic Year Plan (AYP). Multiyear position requests must be submitted by the dean to the Provost before an ad may be posted.

Qualifications. Candidates for fixed-term lecturer positions must have a terminal degree unless the dean approves an exception.

Search Procedures.

- 1) Searches for academic-year Adjunct Lecturers may be regional in focus and are posted on Workday.
- 2) The advertisement for the position must be approved by an associate or assistant dean and, at a minimum, must be posted on the Human Resources website for at least **ten business days**. The advertisement may also be posted on the department webpage or appropriate professional websites, journals, or newsletters as described in departmental hiring procedures. The advertisement must include a specific application deadline, and reference SCU as a Jesuit, Catholic university.
- 3) Video or on-campus interviews must be conducted for all AYAL positions and should not be recorded. Provided that sufficient qualified candidates are available, at least three candidates must be interviewed. Comparable interviews must be conducted for all candidates. During the interview, the 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.
- 4) 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.
- 5) The dean's office determines the salary for the faculty member. The dean's office prepares and manages the offer letters.
- 6) The department must pay attention to the diversity goals of the University and College.

- 7) When internal candidates apply for an open position, the hiring department needs to ensure that confidentiality and fairness are maintained at all steps of the hiring process. The goal is to ensure that the internal candidate is neither advantaged nor disadvantaged by their current status in the department. We may not, for example, either initiate discussion of, nor answer questions about, such matters as the progress of the search, the chances of the candidate relative to others in the applicant pool, the makeup of the applicant pool, our own point of view on the candidate's qualifications, or what we think the point of view of others will be. Any such conversations or advice, whether positive or negative, might be construed to prejudice the search process and can be grounds for the dean to cancel the search.
- 8) After the department has identified the finalist, the department chair must check references and then upload in Workday the written recommendation and ranking.

Guidelines

Within the College of Arts and Sciences, the guidelines for fixed-term faculty appointments are as follows:

- Fixed term adjunct faculty should have a terminal degree. An exception to this (to accept equivalent academic and professional experience in lieu of the terminal degree) may be granted by the dean and should be discussed before the ad is posted.
- Unless otherwise approved by the dean and provost, the normal rank for fixed-term faculty will be adjunct lecturer.
- The full-time equivalent teaching load for faculty with fixed-term appointments (see 3.1.2.2) is nine courses of conventional unit value per year on the quarter system. (section 3.6.3.1)
- Fixed-term lecturer appointments may have course loads of nine (100%), eight (89%), seven (78%), six (67%) or five (56%) courses. All teaching assignments will be documented in the academic-year course plan. **WE STRONGLY ENCOURAGE YOU ASSIGN 9 COURSES, WHERE POSSIBLE TO MAXIMIZE THE SALARY FOR THE CANDIDATE.**
- Faculty with academic-year fixed-term appointments must teach at least one course each quarter (fall winter, and spring). Any exception must be approved by the dean and the provost.
- The standard appointment is for the academic-year and begins on September 1 and ends on June 30; The annual salary is paid in 20 equal semi-monthly installments beginning September 1 and ending the following June 30 (10-month contract.) In order to hire a 12-month fixed term appointment, the dean must approve such a position before it is posted.
- Each appointment is for a fixed-term of one year; should the need for a longer appointment arise, upon the request from the dean, the provost may approve an appointment of up to three years. (Section 3.1.2.2)
- Each appointment is for the stated term only and does not fulfill any conditions for tenure at the University;
- Adjunct faculty must be evaluated at least once every three years per the *Faculty Handbook*.
- Eligibility for benefits is determined in accordance with the terms of the appointment, section 3.8.2 of the *Faculty Handbook* and other applicable University policies and procedures;
- The established timelines for notification of non-reappointment (*Faculty Handbook*, 3.5.3.3(2)) must be followed [Specifically, the *Faculty Handbook* states “the University may elect at any time not to reappoint non-tenure-track faculty as follows: Non-tenure-track faculty appointments of one year or less are made with no expectation of reappointment. Thus no notice of non-reappointment is necessary.”]
- For an AYAL who is eligible for reappointment, notification for non-reappointment will be made in writing by the dean by March 29.

- If a fixed-term faculty has a term of more than one year, Section 3.5.3.3 (1) provides that “the University may elect at any time not to reappoint a non-tenure-track faculty member as follows:
(1) The university may elect not to reappoint a non-tenure-track faculty member who holds an appointment with a term of more than one year, even when that term includes one or more additional year beyond the effective date of non-reappointment, provided written notice of the decision not to reappoint is given at least three months before the end of the terminal academic-year. Such decisions may be made based on performance, availability of funds, or programmatic need.”
- Offer letters are prepared by the dean’s office and letters of appointment for all fixed-term faculty are issued from the provost’s office and signed by the provost.

