

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

University Guidelines for Academic Year Adjunct Faculty Service

Service is generally described in the Faculty Handbook under section 3.6.3.3 Specific Functions Related to Service as “fostering and advancing the mission and goals of the department, the University, or the profession through contributions other than teaching and scholarship or creative work such as service on committees, participation in professional organizations and activities, and community service performed in virtue of their professional expertise or association with the University.” Service may more specifically include attending department meetings, serving on committees, advising student organizations and honor societies, taking part in student recruitment/orientation efforts, and contributing to the accreditation or program assessment. To respect the time and commitment of AYAL faculty members, service expectations must be commensurate with the full-time equivalency of the appointment. Service is typically evaluated as 5% of the appointment. Additional service must be included through an assignment letter as part of the faculty member’s appointment.

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 updated annually to refine the timeline and process.