

Teaching Professor Reappointment, Rank and Promotion Processes

Wednesday, January 28, 2026

WELCOME

Objectives

- provide an eligibility and process overview/reminder
- discuss how to assemble an effective file that represents you well and is useful to readers
- advice from school Teaching Professor Rank & Promotion committee members
- answer your questions

Question Bank- All will be answered in person or offline



<https://bit.ly/4hkeLbE>

Introductions

Faculty Development

Associate Provost: Amy Lueck

Faculty Affairs

Associate Provost: Kitty Murphy

Director, Faculty Personnel: Laurene Skinner

Manager for Faculty Affairs (NTT focus): Nadja Conway

Interfolio support

Katie Williams, Senior Manager for Faculty Affairs

Lisa Taft, Senior Lead Business Analyst, Faculty Affairs

Overview of Teaching Professor Line

Assistant

Associate

Full

- Appointed to 3-year terms
- Annual FAR (+ advice toward promotion)
- Reappointment review in 3rd year

- Reappointment requires superior performance in all three criteria
- Termination possible if ppn changes or if there are performance issues
- Terminal year after decision not to reappoint
- Termination decision not grievable

- ELIGIBLE to petition once they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 4 complete years of university teaching experience at 7+ courses

- Promotion requires superior performance in all three criteria
- Grants “continuing” status

- ELIGIBLE to petition when they have
 - ✓ successful 3rd year reappointment review AND
 - ✓ min. 8 complete years of university teaching experience at 7+ courses
 - ✓ must be Associate rank to petition

- Promotion requires extraordinary teaching distinguished record of service, and meet/exceed standards of reappointment for prof. activity

- Negative promotion outcome is not grievable
- Termination is subject to just cause standard and is grievable
- Subsequent FARs on dean/faculty-approved cycle

Reappointment & Promotion Process & Timeline

February 18 ([form](#))

August 13

September 10

November 5

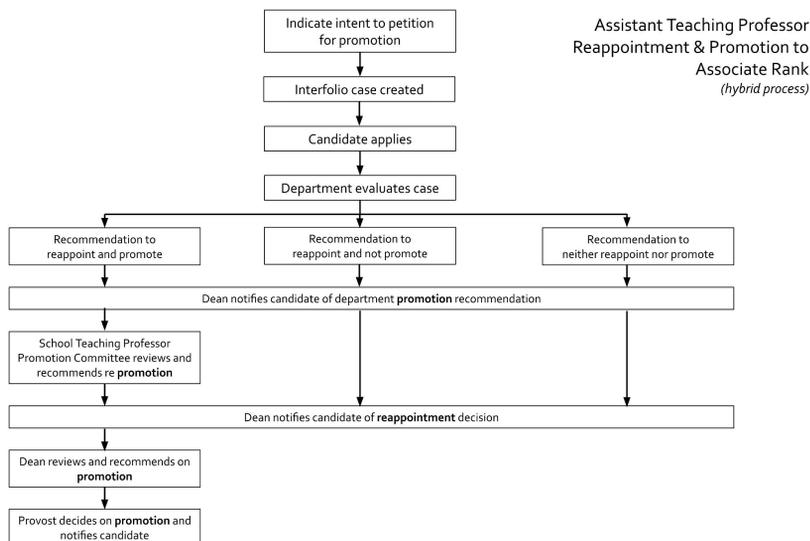
November 12

January 6

[By June 4]

February 10

March 10



Application Materials

- Evidence of Teaching
 - Syllabi for courses taught for the most recent appointment term
 - Course Evaluations: SET reports, narrative evaluations (if available)
 - Peer Evaluation: reports on direct observation of the candidate's teaching (if available)
 - Other evidence of superior teaching (assignments, exams, activities)
 - Mentoring and advising
- Evidence of professional activity
 - Scholarly contributions and creative productions, as well as plans
 - Professional activity (conferences, presentations, awards and honors)
 - Professional development (short courses, workshops, esp. for pedagogical development)
 - Grants (internal and external)
- Evidence of service contributions
- Faculty Activities Reports (FARs) and FAR Evaluation Letters

Key Information Source

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2026-27
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2026-27 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2026-27

Location:

Provost > Faculty Affairs > Evaluation, Reappointment & Promotion page

The screenshot shows the website for the Santa Clara University Provost and Executive Vice President. The page title is "Evaluation, Reappointment & Promotion". The navigation menu includes "Teaching And Learning", "Research", "Faculty Affairs", and "Institutional Effectiveness". The page content is organized into sections: "Evaluation", "Reappointment", and "Promotion". Under "Evaluation", there is a link to "Faculty Activities Reporting". Under "Reappointment", there is a link to "Assistant Teaching Professor Reappointment" which is highlighted with a red box. Under "Promotion", there is a link to "Rank & Promotion, Teaching-track Faculty" which is also highlighted with a red box. Other links include "Mid-Probationary Review (MPR) and Junior Faculty Development Leave (JFDL)" and "Tenure & Promotion, Tenure-stream Faculty".

Key Information Source

Documents:

- University Procedures for Assistant Teaching Professor Reappointment 2026-27
- University Procedures for Assistant Teaching Professor Reappointment and Promotion to Associate Teaching Professor 2026-27 (hybrid process)
- University Procedures for Teaching Professor Rank & Promotion 2026-27

Location:

Provost > Faculty Affairs > Evaluation, Reappointment & Promotion page

The screenshot shows the website for Teaching Professor Reappointment and/or Promotion. The page title is "Teaching Professor Reappointment and/or Promotion". The breadcrumb trail is: Home > Office of the Provost and EVP > Faculty Affairs > Evaluation, Reappointment & Promotion > Teaching Professor Reappointment and/or Promotion. The main content area lists several documents under the heading "Documents":

- Reappointment only
 - [University Procedures for Assistant Teaching Professor Reappointment 2026-27](#)
 - [University Procedures for Assistant Teaching Professor Reappointment 2025-26](#)
- Reappointment & Promotion to the rank of Associate (hybrid process)
 - [University Procedures for Teaching Professor Reappointment & Promotion 2026-27](#)
 - [University Procedures for Teaching Professor Reappointment & Promotion 2025-26](#)
- Promotion only (to full or associate rank)
 - [University Procedures for Teaching Professor Rank & Promotion 2026-27](#)
 - [University Procedures for Teaching Professor Rank & Promotion 2025-26](#)
- Slide decks
 - [Teaching Professor Reappointment & Promotion \(Faculty Development / Faculty Affairs info session, slide deck\)](#)
 - [Teaching Professor Rank & Promotion Procedures \(Chairs, Committees, Deans\) \(for Department Chairs, School Committees, Deans\)](#)

Below the documents list is a note: "Note: For promotion to full Teaching Professor in the 2025-26 review cycle, the former title 'Senior Lecturer' will appear in some documentation, but promotion will be to the title and rank of 'Teaching Professor' (Collective Bargaining Agreement, Art. 1D)." There are also two sections: "Interfolio Guides" with a link to "Upload Your Materials" (available 2/17/2025) and "Video Tutorial" with a link to "Review Your Reappointment and/or Promotion Case" (available about one month before your petition deadline). A sidebar on the right contains navigation links: Faculty Affairs, Faculty Handbook, Collective Bargaining Agreement, Recruitment & Appointment, Evaluation, Reappointment & Promotion, Standards, Interfolio, Other Policies & Procedures, Compensation & Support, and Contact Us.

Four scenarios: Same case, different standards

Reappointment only

Reappointment and promotion to Associate simultaneously

Promotion to Associate only

Promotion to Full only

Standards

Collective Bargaining Agreement additions in red

Reappointment

Superior performance in teaching, in service, and in professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching (FH [3.4A.1.1](#))

Promotion to Associate

Not automatically granted for length of service

Recognition of an overall record of superior performance in the expectations of a Teaching Professor. **CBA Art. [10.D.1](#) adds:**

Indicates a reputation within the University for expertise in their discipline or in a broad field of pedagogy and pedagogical development.

Expectation of continued pedagogical and curricular development and service to the University in these areas and in advising and mentoring of students and colleagues.

We advise reviewers that the expectation of continued contributions should be based on actual performance and citizenship rather than suppositions about the possible duration of a candidate's career

Promotion to Full

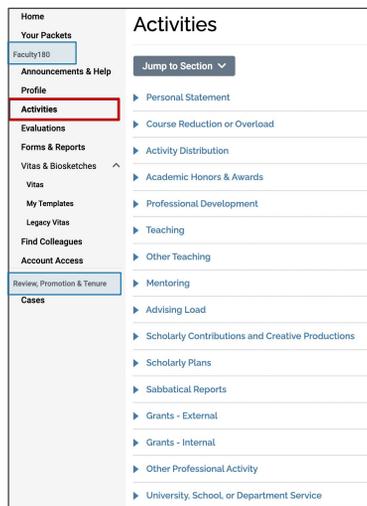
Not automatically granted for length of service

Recognition of an exemplary record of achievement.

Record of extraordinary teaching; meet or exceed the standards for reappointment of Lecturers as described in section [3.4A.1.1](#). (FH [3.4A.2.1](#)). **CBA Art. [10.D.2](#) adds:**

- A documented record of teaching quality, mentoring, and advising;
- A distinguished record of achievement in service (including University service) and professional activity;
- Recognition of exemplary teaching;
- Leadership in promoting the development, retention, and academic achievement of a diverse student body.

Submission of Materials in Interfolio



You upload your materials in Faculty180

- You have access 24/7/365
- Each activity category has instructions to guide you about what goes where

Notice that there are 2 modules in the left sidebar

- Faculty180** (where you put your materials)
- Review, Promotion & Tenure** - where your case is created and shared with your reviewers

Submission of Materials in Interfolio

The screenshot shows the Faculty180 Vitae interface. On the left is a sidebar with a navigation menu. The main window displays a vita form with the following sections:

- Header:** Buckley Bracco, Spring 2014 - Summer 2016, Promotion to Associate Teaching Professor, 0162926-0000, brack@jmu.edu
- Degrees:**
 - 2014 M.F.A., Discipline Name, Institution Name, City, Kansas, United States
 - 1996 B.S., Discipline Name, Institution Name, City, Kansas, United States
- Professional Licenses & Certifications:**
 - 2010 Title, Organization Name
- Current Position:** Professor
- Work Experience:**
 - 2010 - 2016 Position Title, Organization Name, City, Michigan
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam dignissim libero euismod, sed ultricies dignissim eros. Integer et. Proin non velit at ornare ligula. Curabitur diam non hendrerit ipsum. Praesent dictum ornare velit, nec sagittis quam. Nunc hendrerit ultricies. Sed non dignissim massa. Donec hendrerit ornare lectus, etiam aliquam et aliquam e. Aenean nec euismod tortor. Curabitur rutrum blandit euismod.
- CV Uploads:**

Title	Description	Start Term	End Term
Current CV		Winter 2023	Winter 2024
		Winter 2024	Ongoing
- Personal Statement:**
 - Step 2017 - Aug 2023 Title: F&T Form, Description: Cover Sheet
 - Jul 2025 - Present Title: Personal Statement

About a month before your deadline, the Provost's Office creates your case

- The system-generated vita in the main window summarizes your activities for the period under review
- The left sidebar has links to all your uploaded documents
- Click on a file, and its contents will appear in the main (vita) window

You can revise your materials in Faculty180 up until you submit; just be sure to regenerate your case to pull those edits in to the RPT module. *You cannot edit your file after you submit your case.*

Q & A

We are here to help:

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Interfolio

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