

Santa Clara University
Office of the Provost
November 23, 2018

University Advising Guidelines for Academic Year Adjunct Faculty

Advising is generally described in the Faculty Handbook under 3.6.3.1 Specific Functions Related to Teaching as “serving as an advisor to assigned students and providing informed advice.” Advising is a teaching responsibility and not a service activity. Adjunct academic year faculty member may assigned a reasonable number of undergraduate and graduate advisees commensurate with the full equivalency of the 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 f(j)-13.5esl 0.00