

CLAS PPS 04.01.26 – Faculty of Instruction Appointments

Faculty of Instruction Appointments CLAS PPS No. 04.01.26

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Effective Date: September 1, 2024

Next Review Date: August 31, 2029

Sr. Reviewer: Department Chair

01. PURPOSE

01.01

The purpose of this policy statement is to provide an appointment path for individuals who seek the role and general title of faculty of instruction. The faculty of instruction appointment policy establishes the appropriate role, rank and title for individuals who work in the Department of Counseling, Leadership, Adult Education and School Psychology (CLAS), herein referred to as the “department”, and are appointed to the roles set out in paragraph 02.

01.02

The primary responsibility of a faculty of instruction member is to provide effective teaching, learning and instruction.

01.03

Faculty of instruction dedicate their time to teaching, learning and instructional activities in order to complement and enhance the goals of students, academic units and the university. This is in alignment with Texas State University's commitment to enhance capacity and productivity in functions related to teaching, learning and instruction.

01.04

Faculty of instruction undertake responsibilities that involve service to internal and external constituents via service that is aligned with instructional activities and outcomes. Such responsibilities may include, but are not limited to, program coordination, professional outreach and committee membership.

01.05

Activities related to research, scholarly, and/or creative endeavors are not expected of instructional faculty. These endeavors, when applicable, can be documented as contributions to service.

01.06

The faculty member does not need to provide evidence of all activities listed for the petitioned rank in order to demonstrate qualification for appointment at that rank. Those provided below are meant to serve as examples and should not be viewed as representing all possibilities or requirements.

01.07

The faculty member will prepare documentation from the entire duration of employment as a lecturer/senior lecturer/instructional faculty to support appointment at the petitioned rank. For those with more than four years of teaching experience, teaching evaluations from the last four years will be submitted for review.

02. ACADEMIC RANKS AND TITLES

02.01 Academic ranks and related titles in faculty of instruction appointments fall into two categories: a. Not eligible for promotion

b. Eligible for promotion

02.02 Non-promotion-eligible titles: Non-promotion-eligible titles include lecturer and senior lecturer.

02.03 Promotion-eligible titles: Promotion-eligible titles and ranks include assistant professor of instruction, associate professor of instruction and professor of instruction.

03. PROCEDURES FOR HIRING AND APPOINTMENTS

03.01 The Department of CLAS criteria and procedures for appointing professionals to the rank of Faculty of Instruction are aligned with this policy statement (CLAS PPS No. 04.01.26), CLAS PPS No. 04.xx.xx Promotion Policy for Faculty of Instruction (to be developed), CLAS No.

04.02.10 Annual Faculty Evaluation.

03.02 Faculty of instruction are hired through a search process. Lecturers will no longer be hired except for the categories of emergency lecturer (one semester or one year) and per course lecturer.

03.03 Search and hiring procedures for faculty appointments are described in AA/PPS No. 04.01.01, Faculty Hiring.

03.04 For the introduction of this policy, current Texas State lecturers and senior lecturers employed on a full-time basis (75% FTE or higher) and who meet qualifications in Section 04 may elect to pursue a promotion-eligible instructional title.

03.05 Faculty of instruction may be initially appointed at any academic rank as long as the faculty member fulfills the criteria outlined in section 04.

03.06 All appointments will recognize the individual's teaching and instructional experience, contributions, and potential in accordance with criteria outlined in section 04. Required documentation for appointments includes a current Texas State CV, previous annual performance reviews, summaries of evaluations of teaching, examples of current course syllabi, and personal narrative describing teaching honors or recognition, self-development activities to improve teaching effectiveness, and other materials as needed.

03.07 Faculty of instruction appointments are subject to performance and reappointment review as set out in CLAS PPS No. 04.xx.xx Promotion Policy for Faculty of Instruction (to be developed) and the departmental Annual Review policy CLAS PPS No. 04.02.10a.

03.08 Faculty of instruction appointments are annual appointments.

03.09 Full-time Lecturers are appointed for one semester or one year (fall and spring) term, and are generally hired only for emergency/short-term needs. Per course lecturers are hired for a one-semester term at a time.

03.10 Assistant, associate, and professors of instruction and senior lecturers may be appointed for a specific term, not to exceed five years. While current senior lecturers may opt to stay in that title for the duration of their teaching employment at Texas State, no new senior lecturers will be hired or appointed after May 31, 2024.

03.11 Faculty of Instruction appointments are contingent upon funding and departmental need.

03.12 Faculty of instruction appointments are not eligible for tenure.

03.13 Faculty of instruction may be appointed to graduate faculty status by following guidelines outlined by The Graduate College.

03.14 If a current faculty of instruction member at Texas State pursues a tenure-track appointment at Texas State, years of service in the instructional role will not be considered in the determination of the initial rank of appointment and tenure probationary period.

03.15 If a current tenure-track faculty member at Texas State pursues a faculty of instruction appointment, years of service in the tenure-track role may be considered in determining the initial rank of appointment.

04. TITLES AND RANKS UPON INITIAL APPOINTMENT

04.01 Appointment to Rank of Lecturer

04.01.01 Appointment to the rank of lecturer in the department may be extended to an individual who meets the following requirements:

- a. Holds an appropriate advanced professional or terminal degree in the particular professional discipline. [for graduate programs only]
- b. Meets any other specific qualifications deemed appropriate by the specific discipline, including licensure or certification if required.

04.01.02 Lecturer duties include teaching functions and minimal or no service activities.

04.01.03 A faculty member with this job title may be hired on a per-course or FTE appointment, often on a temporary or emergency basis.

04.02 Appointment to Rank of Senior Lecturer

04.02.01 Appointment to the rank of Senior Lecturer in the department is restricted to individuals employed with this job title prior to September 1, 2024. The rank and title will be phased out through attrition.

04.02.02 Appointment to the rank of senior lecturer in the department is reserved for an individual who meets the following requirements:

- a. Holds an appropriate advanced professional or terminal degree in the particular professional discipline. [For graduate programs only]
- b. Has experience in professional education at the university level.
- c. Has demonstrated current and contemporary competence in the teaching content area. This may be shown through documentation which may include, but is not limited to, past course syllabi; certifications; continuing education units (CEUs); attendance at teaching-themed conference; attendance at non-teaching-themed conference which contributes to teachable disciplinary content and learning; teaching-focused research; research in the discipline which is not at core about teaching, but can be shown to contribute to teachable disciplinary content, teaching and/or learning.
- d. Has demonstrated effective performance in teaching and learning. Documentation may include, but is not limited to, indicators of peer evaluation; indicators of student evaluation; self-report on past teaching strategies; alignment with department instructional mission.
- e. Has contributed to service at the department, college or university level.
- f. Meets any other specific qualifications deemed appropriate by the specific discipline, including licensure or certification if required.

04.02.03 Senior Lecturer duties include teaching functions and service activities.

04.03 Appointment to Rank of Assistant Professor of Instruction

04.03.01 Appointment to the rank of Assistant Professor of Instruction in the department may be extended to an individual who meets the following requirements:

- a. Meets the faculty qualifications policy of the hiring unit, including any professional credential or license required by the discipline. This will be assessed through a review of official transcripts.
- b. Demonstrates current and contemporary competence in their teaching content area. This will be assessed through a review of student quantitative and qualitative course evaluations and peer observations, when available, and course syllabi alignment with the program's instructional mission and/or accreditation standards.
- c. Documents five years or less of full-time effective teaching and learning contributions at the university level. This will be assessed through evidence on the CV.
- d. Demonstrates potential for continued professional growth. This may be documented through, but is not limited to, any combination of the following:
 - i. Development of content for existing or new courses;
 - ii. Attendance at conferences, especially ones with a goal of enhancement of teaching or their field of study;
 - iii. Completion of professional development activities;
 - iv. Practice of innovative teaching strategies;
 - v. Engagement in research, individually or collaboratively.

04.04 Appointment to Rank of Associate Professor of Instruction

04.04.01 Initial appointment to the rank of Associate Professor of Instruction in the department individual who meets the following requirements:

- a. Meets the faculty qualifications policy of the hiring unit, including any professional credential or license required by the discipline. This will be assessed through a review of official transcripts.
- b. Demonstrates current and contemporary competence in their teaching content area. This will be assessed through a review of student quantitative and qualitative course evaluations, peer observations, course syllabi alignment with the program's instructional mission and/or accreditation standards, and content of the candidate's submitted teaching narrative.
- c. Documents five years of full-time effective teaching and learning contributions, including the year being reviewed for promotion. These contributions may include advances in curriculum, pedagogy, course delivery or similar innovation at the university level. This will be assessed through evidence on the CV.
- d. Exhibits the potential for increased leadership in teaching and instructional activities. This may be documented through, but is not limited to, any combination of the following:
 - i. All activities listed for the rank of Assistant Professor;
 - ii. Letters, awards, and other evidence of teaching excellence;
 - iii. Service to program (e.g., student advising, program recruitment, information sessions, admissions, reaccreditation participation, new student orientations);
 - iv. Mentoring new faculty;
 - v. Faculty advisor to a student organization when applicable by program;
 - vi. Other service (e.g., serve on committees);
 - vii. Participation on doctoral dissertation and master's or undergraduate thesis/portfolio

committees when applicable by program;

viii. Publications related to teaching or field of study;

ix. Engagement in grant writing activities.

04.05 Appointment to the Rank of Professor of Instruction

04.05.01 Initial appointment to the rank of Professor of Instruction in the department may be extended to an individual who meets the following requirements:

a. Meets the faculty qualifications policy of the hiring unit, including any professional credential or license required by the discipline. This will be assessed through a review of official transcripts.

b. Demonstrates current and contemporary competence in their teaching content area. This will be assessed through a review of student quantitative and qualitative course evaluations, peer observations, course syllabi alignment with the program's instructional mission and/or accreditation standards, and content of the candidate's submitted teaching narrative.

c. Documents ten years of full-time effective teaching and learning contributions, including the year being reviewed for promotion. These contributions may include advances in curriculum, pedagogy, course delivery or similar innovation at the university level. This will be assessed through evidence on the CV.

d. Exhibits evidence of leadership in teaching and instructional activities. This may be documented through, but is not limited to, any combination of the following:

i. All activities listed for Assistant and Associate Professor of Instruction;

ii. Letter(s) of support from colleagues;

iii. Letters, awards, and other evidence of recognition for teaching excellence and/or leadership contributions from the university and/or local, national, or international professional associations;

iv. Continued increase in level of service to program or department such as serving as a committee chair, Scholarship Committee, library representative, member of a faculty search committee or scholarship committee;

v. Program coordinator or other coordinator role (e.g., internship coordinator, clinic coordinator) as availability in programs permits;

vi. Planning/implementation of program recruitment activities;

vii. Hold a leadership position(s) in national, state or local professional organizations;

viii. Provide consultation support to government, business, industry, and/or community partners when applicable by program.

05. PROCEDURES FOR PERFORMANCE EVALUATION

05.01 All faculty of instruction are evaluated on teaching, learning, and instruction, including activities and contributions in the classroom, laboratory, field sites, supervision of students, and other areas appropriate to the teaching discipline.

05.02 Faculty of instruction are subject to annual performance review as described in AA/PPS No. 04.02.10, Performance Evaluation of Continuing Faculty and Post-Tenure Review and CLAS PPS No. 04.02.10 Annual Faculty Evaluation

05.03 Instructional faculty will be evaluated on secondary responsibilities in service to internal and external constituents through course or program coordination,

professional outreach, committee membership, and/or other activities aligned with instructional activities and outcomes.

06. PROCEDURES FOR PROMOTION REVIEW

06.01 Procedures for promotion in academic ranks for faculty of instruction are described in CLAS PPS No. 04.xx.xx Promotion Policy for Faculty of Instruction (to be developed)

07. REVIEWER OF THIS PPS

07.01 Reviewer of this PPS includes the following:

Position Date

Department Chair September 1 E5Y

Personnel Committee September 1 E5Y

08. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents policy and procedure from the date of this document until superseded. Department PPS statements must align with relevant AA/PPS and other university-level policy and procedure statements.

Department Chair; senior reviewer of this PPS CLAS Personnel Committee College Dean –

Approved March 4, 2024