**Employment of Departmental Employees SS/PPS No. 04.03**

**Teaching University Courses Issue No. 2**

**Revised Date: 02/15/2020**

**Effective Date: 11/02/2016**

**Next Review Date: 02/01/2023 (E3Y)**

**Sr. Reviewer: Executive Assistant for the Vice President to Student Success**

**01. POLICY STATEMENTS**

01.01 Texas State University is committed to the efficient and effective fulfillment of the institution's mission. To this end, the executive management of Texas State will be carried out in accordance with the Texas Higher Education Coordinating Board; and local, state, and federal law as applicable. The following procedures contribute to the implementation of this policy.

01.02 This policy is designed to establish procedures to be used by Student Success directors in the employment of departmental employees who request to teach courses at the university.

**02. TEACHING REQUIREMENTS, QUALIFICATIONS, AND BENEFITS**

02.01 Student Success staff and administrators who teach at the university provide an important service and link to the academic and student endeavors of the institution.

02.02 Student Success is committed to the success of the university’s students, including the in-class experience, through teaching and instruction.

02.03 Student Success staff currently provide an important resource to the University College and other academic departments who rely on staff members to teach sections of courses.

02.04 Only staff who have the appropriate academic credentials may teach courses for academic credit at the undergraduate or graduate level.

**03. APPLICABILITY TO STAFF MEMBERS**

03.01 Staff who are fully credentialed with a Ph.D., M.D., J.D., M.Div., Ed.D., or equivalent degree may teach courses, as approved by their supervisor and the vice president for Student Success.

03.02 Staff who have a master’s degree are eligible to teach at the undergraduate level, including US 1100 courses.

03.03 Staff who have a bachelor’s degree are generally not eligible to teach courses for academic credit at the undergraduate or graduate levels.

**04. LIMITATIONS AND PROCEDURES**

04.01 Master’s-level staff who are new to the university shall not teach during their first two long semesters of employment.

04.02 It is recommended that master’s-level staff teach no more than one section of US 1100 or any other course. If there is a request to teach more than one section of any course, approval will be required by their supervisor and the vice president for Student Success.

04.03 Full-time doctoral-level staff who are new to the university are eligible to teach during their first semester of employment, with the permission of their supervisor and the vice president for Student Success.

04.04 Full-time doctoral-level staff may teach up to two sections of academic courses per semester.

04.05 Courses taught in the evening and weekends are included in the count of academic courses per semester, as are courses taught during lunch or other break periods.

04.06 All staff who request to teach must have prior approval by their supervisor and the vice president for Student Success. For US 1100 courses, the appropriate forms will be sent by University College. For all other courses, staff will use the [Permission to Teach Form](https://sa.txstate.edu/pps/sapps0403NonUS1100Request.pdf). Forms must be completed and signed by their supervisor and the vice president for Student Success.

**05. REVIEWER OF THIS PPS**

\*05.01 Reviewer of this PPS includes the following:

Position Date

Executive Assistant for the Vice February 1 E3Y

President for Student Success

**06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Executive Assistant to the Vice President for Student Success; senior reviewer of this PPS

Vice President for Student Success