**Faculty Selection and Compensation AA/PPS No. 04.01.31**

**in University Seminar (US 1100) Issue No. 3**

**Effective Date: 02/14/2023  
 Next Review Date: 02/01/2027 (E4Y)**

**Sr. Reviewer: Assistant Vice Provost for Academic Advising and Transitions**

**POLICY STATEMENT**

*Texas State University is committed to creating a meaningful University Seminar experience.*

**01. SCOPE**

* 1. This policy and procedure statement explains how University Seminar (US 1100) faculty are selected, evaluated, and compensated.
  2. This policy and procedure statement explains how members of the US 1100 Faculty Mentor Group are selected and how they are compensated.

**02. PROCEDURES FOR SELECTION OF FACULTY FOR US 1100**

02.01 Eligibility

In order to be eligible to teach US 1100, a person must:

a. be employed as a faculty member, administrator, or member of the professionally qualified staff at Texas State University; be retired faculty; or be recommended by a department chair, school director, dean, vice president, member of the US 1100 Faculty Mentor Group, or current US 1100 faculty;

b. have a minimum of a master's degree;

c. have a minimum of three years of teaching experience in higher education or appropriate professional experience, or fulfill a one-semester internship with US 1100; and

d. if a staff member, be employed in an exempt position (exempt from overtime).

02.02 Application

a. Individuals interested in teaching a section of US 1100 for the first time should indicate interest by filling out the application to teach located on the [University Seminar website](https://www.txst.edu/universityseminar.html). Applicants should confer with their department chair, school director, or appropriate administrative supervisor prior to submitting the online application to ensure their application will be supported. The online application includes the following information:

1) a statement from the applicant explaining why they are interested in teaching US 1100, qualifications for teaching the course, and what they can bring to the program;

2) a curriculum vitae or résumé; and

3) evidence of strong teaching ability (in the form of student course evaluations or letters of recommendation).

b. If approved, the prospective instructor will forward the appropriate materials to the University Seminar office:

1) signed approval of the department chair, school director, or appropriate administrative supervisor; and

2) a signed contract to teach US 1100 (originated from University Seminar office).

c. A person who has taught US 1100 may reapply by submitting the appropriate application on the [University Seminar website](https://www.txst.edu/universityseminar.html).

02.03 Selection

The assistant vice provost for Academic Advising and Transitions oversees the selection of faculty from the pool of applicants on the basis of:

a. commitment to the goals of the program;

b. evidence of the applicants’ ability to advance those goals;

c. evidence of effective teaching; and

d. when applicable, performance in teaching US 1100.

02.04 Supervision and Evaluation

The assistant vice provost for Academic Advising and Transitions will serve as director of the US 1100 program and is responsible for supervision and evaluation of US 1100 faculty.

**03. PROCEDURE FOR COMPENSATION**

03.01 US 1100 faculty will be compensated with a payment of $1,800 per section taught, spread out in monthly installments over the semester of their service, and added to their monthly salary check.

**04. PROCEDURES FOR SELECTION OF UNIVERSITY SEMINAR FACULTY MENTORS**

04.01 University Seminar Faculty Mentors are experienced US 1100 faculty. Their responsibilities include:

a. mentoring new and continuing faculty; and

b. assisting in:

1) formulating policy, procedures, and curriculum;

2) developing course learning outcomes;

3) reviewing US 1100 assessment results; and

4) selecting or preparing the course’s resource materials.

04.02 University Seminar Faculty Mentors are selected on the basis of:

a. commitment to the goals of the program;

b. evidence of their ability to advance those goals; and

c. evidence of teaching and overall effectiveness in US 1100.

**05. PROCEDURE FOR COMPENSATION OF UNIVERSITY SEMINAR FACULTY MENTORS**

05.01 University Seminar Faculty Mentors are selected on a semester-by- semester basis and paid $400.

06. REVIEWERS OF THIS PPS

06.01 Reviewer of this PPS includes the following:

Position Date

Assistant Vice Provost for Academic February 1 E4Y

Advising and Transitions

07. CERTIFICATION STATEMENT

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

Assistant Vice Provost for Academic Advising and Transitions; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs