

**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 Curriculum and Instruction (CI) 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 when that service 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 Engagement in scholarly activities and research is not a primary responsibility of faculty of instruction and are not expected of instructional faculty. However, faculty of instruction who do engage in research may be recognized for scholarly activity that includes, but is not limited to, the scholarship of teaching and learning, advancements in the scholarship of the discipline, or research-related mentoring to students.

**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 Curriculum and Instruction criteria and procedures for appointing professionals to the rank of Faculty of Instruction are aligned with this policy statement (CI PPS No. 04.01.26) including CI PPS No. 04.02.xx Promotion Policy for Faculty of Instruction (to be developed), CI PPS 04.01.01 Faculty Qualifications, and CI PPS No. 04.02.10 Annual Faculty Evaluation.
- 03.02 With the exception of emergency lecturer hires, faculty of instruction are hired through a search process.
- 03.03 Search and hiring procedures for faculty appointments are described in 11 [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 position.
- 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.
- 03.07 Faculty of instruction appointments are subject to performance and reappointment review as set out in CI PPS No. 04. 02.xx Promotion Policy for Faculty of Instruction (to be developed).
- 03.08 Faculty of instruction appointments are annual appointments.
- 03.09 Emergency lecturers are appointed for one semester or one year (fall and spring) term. Per course lecturers are appointed for one semester 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. No new senior lecturers will be appointed after September 1, 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 in AA/PPS No. 04.01.30 ([Graduate Faculty Status](#))
- 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 of Curriculum and Instruction 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.
- b. Meets any other specific qualifications deemed appropriate by the specific discipline.

04.01.02 Lecturer duties include teaching functions and minimal 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 of Curriculum and Instruction 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 of Curriculum and Instruction is reserved for an individual who meets the following requirements:

- a. Holds an appropriate advanced professional or terminal degree in the particular professional discipline.
- 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.

04.02.03 Senior Lecturer duties include teaching functions and service. Scholarly activities may be completed but cannot be required. When completed, scholarly activities are assessed as part of the service category.

#### 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 of Curriculum and Instruction 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 as stated in CI PPS 04.01.01, Faculty Qualifications.
- b. When applying for a position in teacher education, then has demonstrated effective performance in teaching for three or more years of teaching experience in early childhood through twelfth grade.
- c. Demonstrates 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); teaching nominations and/or awards; 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.
- c. Exhibits the potential for continued professional growth in teaching and instructional activities. Documentation may include, but is not limited to, participation in program, department and/or curriculum meetings/committees, reflects on peer observation; reflects on student evaluations; self-report on past teaching strategies; alignment with department instructional mission.
- d. Meets any other specific qualifications deemed appropriate by the specific discipline.

04.04.01 Appointment to the Rank of Associate Professor of Instruction

- a. Holds an appropriate advanced professional or terminal degree in the particular professional discipline as stated in CI PPS 04.01.01, Faculty Qualifications.
- b. When applying for a position in teacher education, then has demonstrated effective performance in teaching for three or more years of teaching experience in early childhood through twelfth grade.

- c. Demonstrates current and contemporary competence in their teaching content area. This may be shown through documentation which may include, but is not limited to, peer evaluations with reflection; student letters; course syllabi; current certifications; professional development; continuing education units (CEUs); teaching nominations and/or awards; 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 instruction.
- d. Documents five or more years of full-time effective teaching and learning contributions at the university level including advances in curriculum, pedagogy, course delivery, or similar innovation.
- e. Documents effective teaching and learning contributions. This may include, but is not limited to, participation in service at the department, college, university, professional or community level.
- f. Exhibits professional growth through advances in curriculum, pedagogy, course delivery, or similar innovation. This may be documented through, but is not limited to, any combination of the following:
  - i. Observes, reflects, and documents peer teaching
  - ii. Attendance at conferences with a goal to enhance teaching
  - iii. Attendance at non-teaching-themed conference which contributes to teachable disciplinary content and learning
  - iv. Documentation of professional development activity
  - v. Practice of innovative teaching strategies
  - vi. Engagement in grant work or grant writing activities
  - vii. Engagement in research, individually or collaboratively
  - viii. Scholarly / creative publications.
- h. Exhibits 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. Course coordination, block instructor, residency coordinator
  - ii. Conference presentations related to teaching
  - iii. Leading workshops related to the discipline and/or teaching
  - iv. Leadership position in a related professional organization
  - v. Mentorship of junior-level instructors
  - vi. Engagement in student organization
  - vii. Advisor/committee member for student thesis or exit exams
  - viii. Scholarly engagement
  - ix. Leadership position at the department or university level
- i. Meets any other specific qualifications deemed appropriate by the specific discipline.

#### 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 of Curriculum and Instruction 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 as stated in CI PPS 04.01.01, Faculty Qualifications.
- b. When applying for a position in teacher education, has demonstrated effective performance in teaching for three or more years of teaching experience in early childhood through twelfth grade.
- c. Demonstrates current and contemporary competence in their teaching content area. This may be shown through documentation which may include, but is not limited to, past course syllabi; certifications; teaching nominations and/or awards, continuing education units (CEUs); 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 instruction.
- d. Documents ten or more years of full-time effective and sustained teaching and learning contributions at the university level.
- e. Demonstrates effective, sustained performance in teaching and learning. Documentation may include, but is not limited to, ongoing active role in program and faculty meetings and on committees, reflects on student evaluations, reflective narrative on evolving teaching strategies, active engagement in professional organizations and scholarly activities, nominations/awards in teaching, and alignment with department instructional mission.
- f. Conducts service at the department, college, university, professional or relevant community level.
- g. Demonstrates advances in curriculum, pedagogy, course delivery, or similar innovations. This may be documented through, but is not limited to, any combination of the following:
  - i. Attendance / presentations at conferences,
  - ii. Program advisor
  - iii. Teaching Residency Coordinator
  - iv. Engagement in grant and grant writing activities
  - v. Engagement in research, individually or collaboratively
  - vi. Advanced Course Completion in Pedagogy Professional
  - vii. Completed advanced courses in MCTRI, Online Instruction, etc
  - viii. Course design
  - viii. New program design
  - ix. Committee coordinator

- i. Documents recognition for leadership and contribution in teaching and instructional activities. Documentation may include, but is not limited to, any combination of the following:
  - i. Awards that recognize teaching
  - ii. Nominations/awards that recognize service
  - iii. Publications that contribute directly to teachable content
  - iv. Publications that demonstrate scholarly productivity
  - v. Workshop Lead on topics related to their discipline and/or teaching.
  - vi. Leadership position in a discipline-related organization,
  - vii. Mentorship of junior-level instructors
  - viii. Development of a publicly-available instrument or tool which contributes to the discipline, teaching or pedagogy
  - ix. Holds a leadership position in department or university
  - x. Serves on multiple committees per year
  - xi. Advisor for undergraduate or graduate thesis
  - xii. Awards of grants
  - xii. Curriculum development
  - viii. Program coordination
  
- j. Meets any other specific qualifications deemed appropriate by the specific discipline.

## **05. CERTIFICATION STATEMENT**

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

Department Chair; senior reviewer of this PPS  
Personnel Committee; department reviewer of this PPS  
College Dean; college reviewer of this PPS – Approved April 19, 2024