**Faculty of Instruction Appointments** **HHP PPS No. 04.01.26**

 **Effective Date: January 26, 2024**

 **Next Review Date: August 31, 2029**

 **Sr. Reviewer: Department Chair**

**01. PURPOSE**

* 1. 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 Health and Human Performance (HHP) and are appointed to the roles set out in paragraph 02. Disciplines in HHP that are served by the policy include Athletic Training, Exercise & Sports Science, Physical Fitness & Wellness, Public Health, Public Health Education and Promotion, and Recreation Studies.
	2. The primary responsibility of a faculty of instruction member is to provide effective teaching, learning and instruction.
	3. 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.
	4. 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.
	5. Engagement in scholarly activities and research is not a primary responsibility of faculty of instruction. However, faculty of instruction who do engage in research may be recognized for scholarly activity as part of their teaching and/or service. This recognition 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 HHP criteria and procedures for appointing professionals to the rank of Faculty of Instruction are aligned with this policy statement (HHP PPS No. 04.01.26) including HHP PPS No. 04.02.xx Promotion Policy for Faculty of Instruction (to be developed), HHP PPS 04.01.01 Faculty Qualifications, and HHP PPS No. 04.02.10 [Annual Faculty Evaluation](https://docs.gato.txst.edu/109837/PPS%2004.02.10%20Annual%20Faculty%20Evaluation.docx).

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 [AA/PPS No. 04.01.01, Faculty Hiring](https://policies.txst.edu/division-policies/academic-affairs/04-01-01.html).

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, significant service accomplishments, and other materials as needed.

03.07 Faculty of instruction appointments are subject to performance and reappointment review as set out in HHP PPS 04.02.10 Annual Faculty Evaluation and HHP 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 appointe 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, 20204.

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 [HHP PPS No. 04.01.30 Graduate Faculty Status](https://www.hhp.txst.edu/about-us/policies-and-procedures.html) and [AA PPS 04.01.30 Nomination and Evaluation Procedures for Graduate Faculty](https://policies.txst.edu/division-policies/academic-affairs/04-01-30.html).

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.

1. **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 Health and Human Performance 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 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 of Health and Human Performance 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 Health and Human Performance 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 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 of Health and Human Performance 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 HHP PPS 04.01.01, Faculty Qualifications.

 b. 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.

 c. 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.

 d. Has contributed to service at the department, college or university level.

 e. Demonstrates potential for continued professional growth. This may be documented through, but is not limited to, any combination of the following:

 i. Attendance at conferences, especially ones with a goal of enhancement of teaching

 ii. Acquisition of continuing education units (CEUs)

 iii. Practice of innovative teaching strategies

 iv. Engagement in grant writing activities

 v. Engagement in research, individually or collaboratively

 f. Meets any other specific qualifications deemed appropriate by the specific discipline.

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 of Health and Human Performance 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 HHP PPS 04.01.01, Faculty Qualifications.

 b. Has experience in professional education at the university level.

c. Documents at least five years of full-time effective teaching and learning contributions including the year being reviewed for promotion. This may include, but is not limited to, advances in curriculum development, pedagogy, course delivery, or similar innovation.

 d. 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 instruction.

 e. 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.

f. Has contributed to service at the department, college, and/or university, and may include professional or relevant community level service.

 g. Continues to demonstrate potential for continued professional growth. This may be documented through, but is not limited to, any combination of the following:

 i. Attendance at conferences, especially ones with a goal of enhancement of teaching

 ii. Acquisition of continuing education units (CEUs)

 iii. Practice of innovative teaching strategies

 iv. Engagement in grant writing activities

 v. Engagement in research, individually or collaboratively

 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. Presenting papers at conferences

 ii. Leading workshops on topics related to the discipline and/or teaching

 iii. Holding a leadership position in a discipline-related or teaching- related organization

 iv. Mentorship of junior-level instructors

 v. Engagement of students in conference attendance and participation

 vi. Development of a publicly-available instrument or tool which contributes to the discipline, teaching or pedagogy

 vii. course coordination

 viii. teaching innovation

 ix. professional outreach

 x. scholarly engagement

 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 Health and Human Performance 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 HHP PPS 04.01.01, Faculty Qualifications.

 b. Has experience in professional education at the university level.

c. Documents at least ten years of full-time effective and sustained teaching and learning contributions including the year being reviewed for promotion. This may include, but is not limited to, advances in curriculum, pedagogy, course delivery, or similar innovation.

 d. 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 instruction.

 e. 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

f. Has contributed to service at the department, college, and/or university, and may include professional or relevant community level service.

 g. Continues to demonstrate potential for continued professional growth. This may be documented through, but is not limited to, any combination of the following:

 i. Attendance at conferences, especially ones with a goal of enhancement of teaching

 ii. Acquisition of continuing education units (CEUs)

 iii. Practice of innovative teaching strategies

 iv. Engagement in grant writing activities

 v. Engagement in research, individually or collaboratively

 h. Continues to exhibit 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. Presenting papers at conferences

 ii. Leading workshops on topics related to the discipline and/or teaching

 iii. Holding a leadership position in a discipline-related or teaching- related organization

 iv. Mentorship of junior-level instructors

 v. Engagement of students in conference attendance and participation

 vi. Development of a publicly-available instrument or tool which contributes to the discipline, teaching or pedagogy

 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. awards that recognize research which contributes to teachable content, teaching and instructional practices

iii. publications that contribute directly to teachable content in the disciplinary domain

iv. publications that do not directly align with content in the disciplinary domain, but which demonstrate scholarly productivity and potential for mentoring student researchers

 v. awards of grants

 vi. accreditation reviews

 vii. curriculum innovation

 viii. program coordination

j. Meets any other specific qualifications deemed appropriate by the specific discipline.

1. **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](https://policies.txst.edu/division-policies/academic-affairs/04-02-10.html) and [HHP PPS No. 04.02.10 Annual Faculty Evaluation](https://www.hhp.txst.edu/about-us/policies-and-procedures.html).

05.03 Instructional faculty are 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.

1. **PROCEDURES FOR PROMOTION REVIEW**

06.01 Procedures for promotion in academic ranks for faculty of instruction are described in AA/PPS No. 04.02.xx. (forthcoming) and

 HHP PPS No. 04.02.xx Promotion Policy for Faculty of Instruction (forthcoming)

**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 the Texas State University Department of Health and Human Performance policy and procedure from the date of this document until superseded.

Department Chair; senior reviewer of this PPS – Approved January 26, 2024

Personnel Committee; department reviewer of this PPS – Approved January 26, 2024

College Dean; college reviewer of this PPS – Approved March 4, 2024