

**Instructional Faculty Appointment/Promotion/Review Policy**  
Department of Organization, Workforce, & Leadership Studies  
College of Applied Arts—Texas State University

This policy establishes the appropriate title and rank for individuals who principally engage in the teaching and instructional mission of the university and provides opportunities for certain instructional faculty to seek advancement and promotion. The instructional faculty appointment is aligned with Texas State University's commitment to enhancing its capacity and productivity with teaching, learning and instructional contributions. This appointment is reserved for individuals who make unique contributions to the mission of Texas State University by dedicating their time to teaching, learning and instructional activities that complement and enhance the goals of the OWLS department.

**Evaluation Criteria**

OWLS faculty are expected to maintain academic integrity and professionalism in alignment with the standards of the department and the College of Applied Arts. Successful instructional faculty members are expected to demonstrate quality teaching, learning and service, while also contributing to the creation of a collegial, professional, and collaborative departmental culture. Promotions will be based on measured and recognizable accomplishments in the defined evaluation areas.

Faculty are encouraged to meet with senior faculty members, department chairs, and College leadership to discuss any concerns or questions they might have regarding performance expectations.

**Promotion Process**

To seek promotion, candidates should notify the OWLS department chair by the deadline. The applicant is responsible for providing documentation of all activities listed in evaluation criteria.

Applicants will be reviewed in the areas of teaching, accomplishments in curricular development, and departmental or university leadership. Examples of artifacts used to document achievement in the above areas are listed within the rubrics listed below.

**Position Titles/Requirements.**

*Lecturer*

Appointment to the rank of lecturer may be extended to individuals who meet the faculty qualifications of the hiring unit, including any professional credential or license required by the discipline, and demonstrate current and contemporary competence in their teaching area. Faculty members with this job title may be hired on a per-course or FTE

appointment, often on a temporary or emergency basis. Lecturer duties include teaching functions and minimal or no service activities.

*Senior Lecturer*

This title is restricted to individuals employed with this job title prior to September 1, 2024, and will be phased out through attrition. Faculty members with this job title must continue to meet the faculty qualifications policy of the hiring unit, including any professional credential or license required by the discipline, demonstrate current and contemporary competence in their teaching content area, and document effective performance in teaching and instruction. Senior lecturer duties include teaching functionals and minimal or no service activities.

*Assistant Professor of Instruction*

Initial appointment to the rank of assistant professor of instruction may be extended to an individual with the following qualifications.

<b>Required qualification</b>	<b>Documentation</b>	<b>Benchmark</b>
Meets the faculty qualifications policy including any professional credential or license required for the position	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> </ul>	<ul style="list-style-type: none"> <li>• Initial appointment to the rank of assistant professor of instruction may be extended to an individual who meet the Faculty Qualifications Policy of the Department of Organization, Workforce, and Leadership Studies</li> </ul>
Demonstrates current and contemporary competence in teaching content area	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient coursework in teaching area</li> </ul>
Exhibit potential for continued professional growth in required areas.	<ul style="list-style-type: none"> <li>• Statement of teaching/educational philosophy</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriately articulated plan for professional growth within position.</li> </ul>

Moreover, the following criteria should be met.

- a. Meet the faculty qualifications policy OWLS department including any necessary professional training credentials.
- b. Demonstrate current and contemporary teaching competence in OWLS related teaching fields.
- c. Documents 5 year or less of full-time effective teaching and learning contributions at the university level.
- d. Exhibits potential for continued professional growth.

*Associate Professor of Instruction*

Initial appointment or promotion to the rank of Associate Professor of Instruction may be extended to an individual who meets all requirements for the role of Assistant Professor of Instruction in addition to sustained levels of success in the criteria listed in the table below based on review of the following documents:

- 1) Current/up to date CV
- 2) Course syllabi from all courses taught over years employed at Texas State
- 3) Peer/student teaching evaluation data
- 4) Professional narrative documenting curriculum improvements, and developments course, content updates, professional development activities, student learning activities facilitated service activities, and related teaching activities.
- 5) Evidence of university/departmental service

<b>Required qualification</b>	<b>Documentation</b>	<b>Benchmark</b>
Meets the faculty qualifications policy including any professional credential or license required for the position	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> <li>• Annual Evaluation Reports/Merit documents</li> </ul>	<ul style="list-style-type: none"> <li>• Positive annual evaluations</li> <li>• Current vita on file with university.</li> </ul>
Demonstrates current and contemporary competence in teaching content area	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> <li>• Review of syllabi and course materials</li> <li>• Letter of support from professional colleague at the level to which application has been submitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated excellence/ achievement in teaching areas.</li> </ul>
Documents five years or more of full-time (or equivalent) effective teaching and learning contributions, including advances in curriculum, pedagogy, course delivery or similar innovation at the university level.	<ul style="list-style-type: none"> <li>• Current CV</li> <li>• Course syllabi from lectures and labs in the last 5 years (only latest version necessary if multiple sections of the same course)</li> <li>• Student evaluations on file in department</li> <li>• Professional narrative</li> <li>• Samples of instructional teaching aids used in classes (e.g. PowerPoint slides, CANVAS etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete application packet</li> <li>• Five+ years (or equivalent) of teaching at the university level</li> <li>• Review of student evaluations*</li> <li>• Positive peer evaluation</li> <li>• Positive letters of support</li> <li>• Professional narrative</li> </ul>

	<ul style="list-style-type: none"> <li>• Evidence of curriculum development efforts</li> </ul>	
Shows evidence of sustained and increasing department leadership as it relates to course content student learning activities, evidence of student supervision (e.g., in research or service-learning communities), and/or evidence of service (e.g., outreach activities, committee membership, advising, program coordination)	<ul style="list-style-type: none"> <li>• Current CV</li> <li>• Annual merit documents from up to five previous years (as available)</li> <li>• Professional narrative (two pages max) documenting teaching &amp; learning contributions, advances in curriculum, pedagogy, course delivery, program development, student supervision, service, outreach, and/or other strengths and innovation with a focus on the last 5 years.</li> <li>• Annual faculty reviews as conducted by Department Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Complete application packet</li> <li>• Positive letters of support</li> </ul>
Shows evidence of institutional service activities	<ul style="list-style-type: none"> <li>• Provide academic and career related advisement.</li> <li>• Serve on University/Departmental Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of activities</li> <li>• Annual review materials</li> </ul>

*Professor of Instruction*

Initial appointment or promotion to the rank of Professor of Instruction may be extended to an individual who meets all requirements for the role of Associate Professor of Instruction, as well as the criteria listed in the below table. Review packets should include similar content as listed above for promotion to Associate Professor of Instruction

<b>Required qualification</b>	<b>Documentation</b>	<b>Benchmark</b>
Meets the faculty qualifications policy including any professional credential or license required for the position	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> </ul>	<ul style="list-style-type: none"> <li>• Initial appointment to the rank of assistant professor of instruction may be extended to an individual who meets the Faculty Qualifications Policy of the OWLS Department.</li> </ul>
Demonstrates recognized leadership (locally, nationally,	<ul style="list-style-type: none"> <li>• Official transcripts on file from hire date</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient coursework in teaching area</li> </ul>

<p>internationally) in teaching content area</p>	<ul style="list-style-type: none"> <li>• Review of syllabi and course materials</li> <li>• Letter(s) of support from professional colleague at level to which application has been submitted.</li> </ul>	
<p>Documents ten years or more of full-time (or equivalent) effective teaching and learning contributions, including advances in curriculum, pedagogy, course delivery, or similar innovation at the university level.</p>	<ul style="list-style-type: none"> <li>• Current CV</li> <li>• Course syllabi from lectures and labs in the last five years (as available, only the latest version if multiple sections of the same course)</li> <li>• Student evaluations on file in department</li> <li>• Peer teaching evaluation (internal and external)</li> <li>• Professional narrative (two pages max) documenting teaching &amp; learning contributions, advances in curriculum, pedagogy, course delivery, program development, student supervision, service, outreach, and/or other strengths and innovation.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete application packet</li> <li>• Ten+ years (or equivalent) of teaching at the university level</li> <li>• Acceptable student evaluations*</li> <li>• Positive peer evaluation</li> <li>• Professional narrative</li> </ul>
<p>Shows evidence of sustained service (e.g., outreach activities, committee membership, advising, program coordination, leadership in national/international organizations)</p>	<ul style="list-style-type: none"> <li>• Current CV</li> <li>• Professional narrative</li> </ul>	<ul style="list-style-type: none"> <li>• Complete application packet</li> <li>• Positive letters of support</li> <li>• Professional narrative</li> </ul>
<p>Documents recognition for leadership in teaching and instructional activities (e.g., awards, teaching grants, course transformation, program development, mentorship, leading professional development)</p>	<ul style="list-style-type: none"> <li>• Current CV</li> <li>• Professional narrative</li> <li>• Annual reviews as conducted by Department Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of leadership, awards, grants, etc.</li> </ul>