

Faculty Qualifications, Responsibilities, and Titles	CLAS PPS No. 04.01.20 Issue No. 2 Effective Date: September 24, 2025 Review Date: September 1, 2030 Sr. Reviewer: Department Chair
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POLICY STATEMENT

The Department of Counseling, Leadership, Adult Education, and School Psychology (CLAS) is committed to hiring faculty who are qualified in their respective disciplines to meet the responsibilities and performance expectations associated with their job titles.

01. SCOPE

01.01	To ensure the quality and integrity of its academic programs, the CLAS Department appoints faculty members with the credentials and qualifications to effectively carry out their responsibilities.
01.02	To delineate faculty responsibilities and duties and performance expectations, including those for active participation in shared governance.
01.03	To identify titles for tenure-line and non-tenure-line faculty.

02. FACULTY QUALIFICATIONS

02.01	The CLAS Department hires qualified faculty as instructors of record to meet the teaching component of its mission. Instructors of record have overall responsibility for the development and implementation of the syllabus, as well as the right to evaluate student performance and assign grades.
02.02	When making decisions to appoint faculty members as instructors of record, the CLAS Department gives primary consideration to the highest academic credential or degree earned in the discipline and follows the Faculty Credentials Guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and AA/PPS No. 04.01.20.
02.03	Qualifications by academic credentials and licensure are listed in Appendices A, B, C, D, E, and F. Appendix A Professional Counseling (COUN) Appendix B Educational and Community Leadership (EDCL) Appendix C Adult, Professional, and Community Education (APCE) Appendix D School Psychology (SPSY) Appendix E Student Affairs in Higher Education (SAHE) Appendix F Integrated Studies (INTS)

03. FACULTY RESPONSIBILITIES

03.01	Texas State faculty members have responsibility for the effective undertaking of teaching, research, scholarly and creative activities, and service as expected within their discipline and as determined by faculty title, appointment type, and assigned workload.
03.02	Specific faculty responsibilities may vary from year to year and will be reported, as described in AA/PPS No. 04.01.40, Faculty Workload, Faculty Workload. Faculty roles and responsibilities will be specified in other policy statements and the Faculty Handbook including: a. AA/PPS No. 02.03.01, Conduct and Planning of Courses b. AA/PPS No. 04.02.01, Development/Evaluation of Tenure-Track Faculty c. Department faculty evaluation policies mandated by AA/PPS No. 04.02.10, Performance Evaluation of Continuing Faculty and Post-Tenure Review and AA/PPS No. 04.02.11, Performance Evaluation of Non-Continuing Non-Tenure Line Faculty d. AA/PPS No. 04.02.20, Tenure and Promotion Review e. Department and college tenure and promotion policies required by AA/PPS No. 04.02.20, Tenure and Promotion Review f. AA/PPS No. 04.01.21, Research Faculty Appointments; AA/PPS No. 04.01.22, Clinical Faculty Appointments; AA/PPS No. 04.01.26, Faculty of Instruction Appointments; and AA/PPS No. 04.01.23, Faculty of Practice Appointments g. AA/PPS No. 04.01.05, Endowed Chairs, Endowed Professorship, and University Chairs: Operating Guidelines.

04. FACULTY TITLES

04.01	Tenure-line faculty are faculty who are eligible for consideration for tenure following a stipulated probationary period, or who have earned tenure. Titles for tenure-track and tenured faculty are identified in AA/PPS No. 04.01.20.
04.02	Non-tenure-line faculty (NLF) are faculty who are not eligible for tenure. Emeritus faculty are included in this group because tenure is surrendered at the time of retirement. Select NLF titles are eligible for promotion or are the result of promotion, including assistant professors, associate professors, and professors in research, clinical, instructional, or faculty of practice titles. Titles for NLF are identified and defined in AA/PPS No. 04.01.20.
04.03	Per-course faculty are paid a flat rate for teaching a class. This appointment is limited to a maximum of two 3–4-hour classes per semester. The only exception is the addition of one University Seminar (US 1100) class section to those two classes per semester. Titles for per course faculty are identified in AA/PPS No. 04.01.20.

05. REVIEWERS OF THIS PPS

08.01	Reviewers of this PPS include the following:	
	Position	Date
	Department Chair	September 1 E5Y
	Personnel Committee	September 1 E5Y

06. CERTIFICATION STATEMENT

09.01	This PPS has been approved by the following individuals in their official capacities and represents the CLAS Department policy and procedure from the date of this document until superseded. Department Chair Personnel Committee
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**Faculty Qualifications –
Professional Counseling
(COUN)**

CLAS/PPS No. 04.01.20 Appendix A

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).	• Counselor Education • Marriage and Family Therapy • Counseling • Clinical, Counseling, or School Psychology	
Faculty teaching didactic graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• Counselor Education • Marriage and Family Therapy • Counseling • Clinical, Counseling, or School Psychology	
Faculty teaching clinical/practicum baccalaureate coursework:	N/A		
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• Counselor Education • Marriage and Family Therapy • Counseling • Clinical, Counseling, or	• Licensed Professional Counselor • Licensed Marriage and Family Therapist • Certified School Counselor

		School Psychology	
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	Master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline	• Counselor Education • Marriage and Family Therapy • Counseling Psychology • Clinical, Counseling, or School Psychology	

Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include:

- Regular graduate faculty must have an earned Ph.D. or Ed.D. in Counselor Education, preferably from a CACREP accredited program, or have a related doctoral degree, as specified in the list above.

**Faculty Qualifications –
Educational and Community
Leadership (EDCL)**

CLAS/PPS No. 04.01.20 Appendix B

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	N/A		
Faculty teaching didactic graduate and post- baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• Educational and Community Leadership • Educational Leadership and Policy Studies • Educational Administration • Educational Policy and Planning • Education • Curriculum & Instruction • Post-secondary Student Success • Developmental Education • Educational Foundations • Educational Research • Leadership Studies • Organizational Leadership • Urban Education • Urban Educational Leadership	

		Teaching and Learning, Policy and Leadership	
Faculty teaching clinical/practicum baccalaureate coursework:	N/A		
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	Same academic disciplines listed for graduate and post-baccalaureate coursework.	
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	N/A		

Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include: N/A.

Faculty Qualifications – Adult, Professional, and Community Education (APCE)

CLAS/PPS No. 04.01.20 Appendix C

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	• Master's degree in the teaching discipline or a related discipline • Earned doctorate/terminal degree in the teaching discipline or a related discipline	• Adult and Lifelong Learning • Adult and Higher Education • Adult Education • Adult Learning and Leadership • Adult Literacy • Adult, Professional, and Community Education • Bilingual Education • Community Development • Curriculum and Instruction • Developmental Education • Educational and Community Leadership • Education Policy, Organization and Leadership • Human Development/Adult Development • Human Resource Development • Leadership Studies • Learning, Leadership and	

		Organizational Development • Lifelong Learning and Adult Education • Literacy Education • Organizational Leadership • Post-secondary Student Success • Teaching English to Speakers of Other Languages	
Faculty teaching didactic graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline.	Same academic disciplines as listed for baccalaureate coursework	
Faculty teaching clinical/practicum baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	Same academic disciplines as listed for baccalaureate, graduate, and post-baccalaureate coursework	
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	Same academic disciplines as listed for baccalaureate, graduate, and post-baccalaureate coursework	
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	A combination of a master's degree in any field and a minimum of 18 semester hours at the graduate level in Adult, Professional,		

	and Community Education or a closely related field		
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Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include: N/A.

Faculty Qualifications – School Psychology (SPSY)

CLAS/PPS No. 04.01.20 Appendix D

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	Master's degree in the teaching discipline or a related discipline and a minimum of 18 graduate semester hours in the teaching discipline.	<i>See degrees listed below.</i>	
Faculty teaching didactic graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• School Psychology • Counseling Psychology • Clinical Psychology • Neuropsychology	
Faculty teaching clinical/practicum baccalaureate coursework:	N/A		
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• School Psychology • Counseling Psychology • Clinical Psychology • Neuropsychology	
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	N/A		

Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include: N/A.

**Faculty Qualifications –
Student Affairs in Higher
Education (SAHE)**

CLAS/PPS No. 04.01.20 Appendix E

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	Master's degree in the teaching discipline or a related discipline and a minimum of 18 graduate semester hours in the teaching discipline.	<i>See degrees listed below.</i>	
Faculty teaching didactic graduate and post- baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline	• Higher Education Administration • Student Affairs • College Student Personnel • Counseling and Personnel Services • Leadership Studies • Educational Administration • Educational Leadership • Curriculum and Instruction • Law (J.D. for law courses) • Counseling • Counselor Education • Marriage and Family Therapy	

		• Clinical, School, or Counseling Psychology • Organizational Leadership • Social Work	
Faculty teaching clinical/practicum baccalaureate coursework:	N/A		
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	Earned doctorate/terminal degree in the teaching discipline or a related discipline		
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	N/A		

Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include: N/A

**Faculty Qualifications –
Integrated Studies (INTS)**

CLAS/PPS No. 04.01.20 Appendix F

	Required Academic Credential	Acceptable Disciplines	Required Licensure Credential & Certifications
Faculty teaching didactic baccalaureate courses:	Doctorate or master's degree in an academic discipline compatible with the Bachelor of General Studies (BGS), or a master's degree in an interdisciplinary field that supports the goals of the program and a minimum of 18 graduate semester hours in the teaching discipline.	Preferred: Experience or background in one field of study within the social sciences, fine arts and communication, business administration, humanities, or natural sciences. Academic and/or professional experience within high-enrollment disciplines (minors): • Business Administration • Mass Communication • Psychology • Sociology • English Also acceptable: Subject knowledge represented within Texas State University's other minors, including those that are cross-disciplinary.	
Faculty teaching didactic graduate and post-	N/A		

baccalaureate coursework:			
Faculty teaching clinical/practicum baccalaureate coursework:	N/A		
Faculty teaching clinical/practicum graduate and post-baccalaureate coursework:	N/A		
Graduate/doctoral teaching assistants teaching baccalaureate coursework:	N/A		

Qualifications by Demonstrated Competencies and Achievements (Faculty Justification)

When appropriate and on a case-by-case basis, Texas State may also consider demonstrated competencies and achievements, undergraduate and graduate degrees, related work experiences and professional progress in the field, professional licensure and certifications, honors and awards, scholarly or creative record, and/or other evidence that contributes to effective teaching and student learning outcomes of the assigned course(s). These qualifications are considered in conjunction with, or in lieu of, academic credentials listed above.

Faculty justification requests are made on a course-by-course basis in advance of hiring decisions and prior to the semester in which the course(s) is taught and must be approved by department chairs/school directors, college deans, associate provost, and dean of The Graduate College, if applicable.

For this discipline, examples of acceptable demonstrated competencies and achievements may include:

- Demonstrated competency with research methods focused on interdisciplinary topics.
- Demonstrated ability to integrate diverse disciplines by synthesizing multiple fields of knowledge.

- Evidence of effective teaching in an interdisciplinary curriculum and/or experience teaching interdisciplinary courses at the university level.
- Evidence demonstrating the requisite knowledge, skills, and abilities to teach and guide students effectively in the Integrated Studies interdisciplinary courses.
- Demonstrated expertise in career planning and development strategies suitable for college graduates, including hands-on experience in the job search process, professional networking, and navigating the challenges of a working world.