PURPOSE

1. The Board of Regents, Texas State University System, Regents' Rules established certain restrictions limiting the conditions under which instructional employees of Texas State may accept pay from students for extra instruction or teaching of students registered in the University.

2. Texas State has developed the following policies including these restrictions as well as additional restrictions adopted by Texas State.

3. This statement outlines Texas State policies to be followed when students hire tutors who are instructional employees of Texas State or when students request names of qualified tutors from the Tutor Referral Service at the Student Learning Assistance Center (SLAC), faculty or staff members in the division of Academic Affairs.

INSTRUCTIONAL EMPLOYEES AS TUTORS

4. "Faculty members shall not, without approval of the president or his or her designee, collect from students any fees or charges to be expended for component purposes or sell to student’s books, notes, materials or supplies. Faculty of the rank of lecturer or above, and other instructional personnel as designated by the component [university] president, may not accept pay from students for extra instruction or teaching of students registered in the component." Regents' Rules, Chapter V, Section 4.85, effective September 1, 1980.

5. "With prior written approval, of the president or his or her designee, instructional employees below the rank of lecturer may accept pay from students for extra-class instruction or coaching, but only in courses or sections of courses with which they have no instructional connection. The faculty handbook of the component shall specify the procedure for approval at the component level." Regents' Rules, Chapter V, Section 4.85, effective September 1, 1980.

6. Department chairs are authorized to give the required written approval to instructional employees below the rank of lecturer.
TUTOR REFERRAL SERVICE

7. To assure compliance with these policies, tutor referral services within the Division of Academic Affairs are coordinated by the SLAC staff through a Tutor Referral Service.
8. Faculty and staff members in the Division of Academic Affairs who receive requests for referrals to tutors should refer those making such requests to SLAC's Tutor Referral Service.
9. SLAC will supervise the Tutor Referral Service and conduct annual evaluations of the individual tutors' performance and the program as a whole.
10. To be considered for employment through the Tutor Referral Service, applicants must:
    a. Submit Online Tutor Application.
    b. Express a commitment to the program and an interest in people.
    c. Maintain an overall 3.0 GPA with a grade of "B" or higher in courses he/she wishes to tutor.
    d. Correctly answer a minimum of 70% of the questions asked on a diagnostic, content-mastery, faculty-approved test in the subject area he/she wishes to tutor.
    e. Provide at least one faculty reference in each subject area if the prospective tutor is a student. See Attachment A, Electronic Reference Form.
    f. Provide at least one professional reference relevant to the academic subject area if the prospective tutor is a professional person. See Attachment A, Electronic Reference Form.
11. Instructional employees tutoring through SLAC will provide a copy of the written approval mentioned in number 5 above for their SLAC personnel file prior to receiving authorization to tutor.
12. Eligible veterans and dependents receiving veteran's educational assistance are entitled to reimbursement of tutoring expenses if the appropriate department chair certifies in writing the student's need for tutoring assistance to pass the course. Reimbursement forms are available at the Veterans Affairs Office on campus.
13. During each long-term semester SLAC will routinely evaluate tutors' performance using an electronic survey questionnaire and make appropriate judgments about their continuation of employment.
14. Each semester SLAC will compile and maintain records which indicate the number of tutoring requests and referrals by academic course and private tutor.
CERTIFICATION STATEMENT

15. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: __________________________
Reviewer: ______________________________
Approved: ______________________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
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