

Policy and Procedures for the
The Department of Accounting,
McCoy College of Business Administration, Texas State University

PPS 4: Personnel Recruitment, Appointment and Activities

PPS 4.05 Lecturers

PURPOSE: Define minimum qualifications, duties and responsibilities of Lecturers

RELEVANT UNIVERSITY POLICIES & PROCEDURES:

<http://www.provost.txstate.edu/pps.html>

RELEVANT MCCOY COLLEGE POLICIES & PROCEDURES:

<http://www.mccoy.txstate.edu/Faculty-Staff/Policies-Procedures/Personnel.html>

MCCOY COLLEGE CRITERIA FOR CLASSIFICATION OF FACULTY

http://www.business.txstate.edu/forms/policies/departments/cispps5_01.pdf

POLICIES SPECIFIC TO THE ACCOUNTING DEPARTMENT:

1. Hiring Lecturers will be at the Department chair's discretion.
2. The Accounting Department adheres to University and McCoy College policies and procedures, but additionally asks for significant service and strongly encourages engagement in creative/scholarly activities.
3. Educational Requirements:
 - Master's of Accounting/Professional Accounting is preferred.
 - Master's of Business Administration with a minimum of eighteen graduate hours of accounting course work will be considered.
 - Master's of Business Administration with less than eighteen graduate hours of accounting course work will be considered; but, the applicant will not teach upper level courses except in very unusual circumstances.
 - An applicant with a Master's Degree, extensive professional and/or technical experience of significant duration and responsibilities at the time of hiring, and less than eighteen hours of graduate accounting can teach upper level classes in the applicant's field of expertise.
 - An applicant with a law degree and eighteen graduate hours of accounting course work will be considered.
4. Applicants must be professionally qualified (PQ) under the McCoy College definition and maintain that PQ status during their employment. Departmental expectations for lecturers exceed those required by the University. In addition to their teaching assignments, faculty hired for Accounting Department lecturer positions are expected to (a) engage in creative/scholarly activities on a limited basis and (b) provide professional, departmental, college, and/or University service. Faculty hired for lecturer positions are expected to provide service to their community, profession, department, college, and/or university.

5. Preference for appointment may be given to applicants who have a current CPA license. If an applicant is licensed at the time of hire, the applicant will be expected to maintain that same license status during employment. Verification of license renewal is the responsibility of the departmental chair.
6. Secondary preference for appointment may be given to applicants who have additional certifications such as the CMA, CIA, CGA, etc. If multiple certifications are a deciding factor in hiring an applicant, the applicant must be given written notification that continued license renewal is expected during employment.