1. This statement explains how University Seminar (US 1100) faculty are selected and how they are compensated.

**SELECTION OF FACULTY FOR UNIVERSITY SEMINAR**

2. **Eligibility.** In order to be eligible to apply for University Seminar, a person must:
   a. be employed as a faculty member, administrator, or member of the professionally qualified staff at Texas State; be retired faculty; or be recommended by a Department Chair/School Director, Dean, and/or Vice President;
   b. have a minimum of a master's degree;
   c. have a minimum of three years of teaching experience in higher education or appropriate professional experience, or fulfill a one-semester internship with University Seminar;
   d. staff members must be in an "exempt" position (exempt from overtime).

3. **Application.**
   a. Individuals interested in teaching a section of University Seminar for the first time will submit the following information through their department chair/school director or appropriate administrative supervisor:
      1. A cover sheet (see Attachment A, "Initial Application for University Seminar");
      2. a letter from the applicant explaining why he or she is interested in teaching University Seminar and what he or she can bring to the program;
      3. a curriculum vitae; and
      4. evidence of strong teaching ability (in the form of student course evaluations and/or letters of recommendation).
   b. If approved, the prospective instructor will forward the appropriate materials to the Associate Dean of University College:
1. signed approval of department chair/school director or appropriate administrative supervisor; and
2. a contract to teach US 1100 (originated from University Seminar office)

   c. A person who has taught University Seminar may reapply by signing a form provided by University Seminar (Attachment B, “Application to Re-Apply for Teaching University Seminar”).

   University Seminar will send a memo to the individual’s department/school (see Attachment C, “Notification Memo to Department Chair/School Director”).

4. Selection. The Associate Dean of University College selects faculty from the pool of applicants on the basis of:
   a. commitment to the goals of the program,
   b. evidence of the applicants’ ability to advance those goals,
   c. evidence of effective teaching, and
   d. when applicable, performance in teaching University Seminar.

5. After the selection of the faculty, University Seminar will provide a cumulative listing of all the faculty within each college to deans and chair/directors.

6. Supervision and Evaluation. The Associate Dean of University College serves as director of the University Seminar program and is responsible for supervision and evaluation of University Seminar faculty.

   **COMPENSATION**

7. University Seminar faculty will be compensated by a payment of $1300 per section taught spread out in monthly installments over the semester of their service and added to their monthly salary check.

   **SELECTION OF UNIVERSITY SEMINAR FACULTY MENTORS**

8. University Seminar Faculty Mentors are experienced University Seminar faculty. Their responsibilities include:
   a. mentoring new and continuing faculty, and
   b. assisting the Associate Dean of University College in:
      1. formulating policy and procedures,
      2. developing course learning outcomes,
      3. reviewing US 1100 assessment results, and
      4. preparing the course textbook.

9. University Seminar Faculty Mentors are selected by the Associate Dean of University College on the basis of:
   a. commitment to the goals of the program,
b. evidence of their ability to advance those goals, and
c. evidence of teaching effectiveness in University Seminar.

COMPENSATION OF UNIVERSITY SEMINAR FACULTY MENTORS

10. University Seminar Faculty Mentors are selected on a semester by semester basis and paid $400.

11. The Associate Dean of University College will provide a list to the Office of the Provost of all faculty and staff teaching US 1100 and serving as University Seminar Faculty Mentors. The list will include name, department/school, and amount of compensation.

CERTIFICATION STATEMENT

12. 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: ______________________ Review Date: ______________________

Reviewer: ______________________ Date: ______________________

Approved: ______________________ Date: ______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: December 2, 2015
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