

Texas REALTORS® University Faculty Policies

Summary

This document contains standard protocol, evaluation techniques, and repercussions thereof for instructors teaching under the Texas REALTORS® University (TRU) provider numbers (0001, 0520).

As representatives of TRU, instructors must adhere to standard business etiquette when corresponding with local association staff and class participants, as well as effectively deliver real estate related information in a professional manner.

License agreement period

An instructor license agreement is good for one (1) year from the date it is issued, and will renew each year for an additional one (1) year period; provided all obligations, as outlined in the Instructor License Agreement and these Faculty Policies, are met, and the agreement has not been terminated by either of the parties. Failure to meet certain obligations as set forth in either the Instructor License Agreement or the Faculty Policies may result in the Instructor License Agreement being terminated.

Fees

All instructors must pay a \$25 instructor license fee for the first year and a \$25 renewal fee for each year thereafter. The fee is charged regardless of the number of topics you are approved to teach.

Protocol and procedures

Once you join the TRU faculty, you will receive instructor business cards, a name badge, and access to instructor course materials (manuals, PowerPoints, exams, updates) for each course you're approved to teach. Most of the materials can be found on the Instructor Update Center, our online file share system through the TAR website: TexasRealEstate.com > For Texas REALTORS® > Education > For instructors > Instructor Update Center.

TRU will also post instructor contact information, teaching eligibility, and evaluation ratings on the *Instructor and course search* database on TexasRealEstate.com, which is an online database for local association staff. Other than the online posting, it is your responsibility to advertise your eligibility to teach to local associations. How evaluation ratings are calculated will be discussed in more detail below.

Professionalism

When communicating with local associations and class participants, instructors should use standard business etiquette. Adherence to such standards of practice is imperative since all TRU instructors are representatives of TRU. Examples of such etiquette include, but are not limited to, the following:

- Treat everyone and every comment, remark, and suggestion with respect
- Arrive prepared to teach the course, complete with PowerPoint presentation and teaching materials
- Leave the room when participants complete instructor evaluations
- Do not discredit or speak negatively of the Texas Association of REALTORS®, TRU, any local association, or any member
- Do not give answers to the test as a “review”
- Do not promote your own brokerage with items such as, but not limited to, business cards, PowerPoint branding, and images on your desktop
- No recruiting participants during any class, which includes class time, breaks, and immediately before and after class

Instructors may be asked periodically to participate in updating course material without a fee.

Independent contractor agreement and compensation

Local associations can request an independent instructor contract be signed for each course they host. TRU provides a sample Independent Instructor Contract for instructors to use but the use of this contract is not required. Instructors and associations can negotiate and enter into their own independent contractor agreements.

Local boards and associations assign instructors and make course site selections. They negotiate compensation, travel expenses, and payment terms with the instructor. Unless contracted by TRU for a specific class instance, any expense reimbursement forms or receipts should be directed to the local association.

Meeting requirements

GRI instructors must attend either the faculty meeting at Winter Meeting, or Professional Development Forum or Professional Development Management Team (PDMT) meeting at Conference. Each meeting typically includes important updates to material, processes, the real estate industry, and provides an opportunity to network with other instructors. If you fail to attend at least one of these three meetings in a given year, your instructor license agreement will be revoked at the end of that license agreement period. You may appeal to the PDMT within 30 days of your instructor license agreement revocation, stating your reasoning for not attending set meetings. The PDMT may reinstate instructors on a case-by-case basis and require any conditional criteria as deemed necessary. Upon approval, the instructor must remit a \$25 reinstatement fee, which will serve as the renewal fee for that license agreement period.

While it is not required, all other instructors are encouraged to attend the annual faculty meeting at Winter Meeting.

Instructor training

GRI and qualifying course instructors must complete either the Instructor Training Institute (ITI) two-day course or the one-day Advanced ITI course in alignment with their TREC qualifying instructor renewal. Failure to complete one of the two trainings within the TREC instructor renewal period will result in termination of the instructor license agreement.

Rating system

The standards and procedures referenced herein by TRU apply separately to each course (if the course is a non-GRI course) or each course section (if the course is a GRI course) that an instructor is approved to teach.

Two key terms used for the faculty rating system are defined as follows:

- A. **Class rating** is the weighted average calculated from the instructor evaluations for each specific course, if the course is a non-GRI course, or each course section, if the course is a GRI course.
- B. **Cumulative rating** is the average of the instructor's total class ratings for a specific course, if the course is a non-GRI course, or each course section, if the course is a GRI course.

Class ratings are calculated using a system in which five is the best possible rating out of a one-to-five scale.

Evaluations

Participants are asked to complete an evaluation at the last break of each course or course section. Student evaluation forms and the specific questions on the forms are prepared and reviewed by TRU. Once completed, the evaluations are sent to TRU where scores are tallied and compiled. A chart depicting evaluation averages per Course or Section and correlating comments are sent to the instructor and hosting association. TRU staff will notify each instructor of the instructor's class rating within two weeks after the end of that course or course section. Instructors should review their ratings and any comments to make adjustments or to improve and enhance instruction.

Recertification

An instructor will receive recertification for all courses or course sections they taught and maintained a 4.0 cumulative rating within the license agreement period. In other words, if the instructor taught all courses or course sections they are approved to teach in the current license agreement period and maintained a 4.0 cumulative rating in those courses or course sections within that license agreement period, they will be approved to teach those courses or course sections in the subsequent license agreement period.

Removal for failure to teach course or course section

If an instructor does not teach a course or course section the instructor is approved to teach in a license agreement period, the instructor will be removed from teaching that course or course section in the subsequent license agreement period.

Any changes in the courses or course sections an instructor is approved to teach will be reflected in an updated Schedule A, that will be provided to the instructor at the beginning of a subsequent license agreement period.

Instructors who have been removed from teaching a particular course or course section may apply for reinstatement to teach that course or section. To be reinstated for a particular course or section, you must submit a letter of request to the PDMT within 30 days of the start of the new license agreement period. If you are approved, you will be reinstated for that course or section.

If you are not approved for reinstatement or do not submit a request for reinstatement within 30 days, you may still attempt to obtain eligibility to teach a particular course or section by following the procedures set forth under the “Adding additional courses or course sections” paragraph below.

Adding additional courses or course sections

Instructors wishing to add additional courses or course sections: (i) must have TREC approval to teach the course or section; (ii) must have taught all currently approved courses or sections; and (iii) must currently hold a 4.0 cumulative rating for all currently approved courses or sections. In addition, instructors must audit the course or section they wish to teach and contact PDMT by email, stating their request and experience. TRU does not charge for course auditing, but the local association may assess a fee. For the avoidance of doubt, this paragraph applies only to topics the instructor is approved to teach under a valid instructor certification (i.e. GRI, qualifying, etc.).

Probation for unsatisfactory class rating

If at any time an instructor’s class rating falls below 4.0, the instructor will be placed on probation. If, while the instructor is on probation, a second class rating falls below 4.0, the instructor will no longer be eligible or approved to teach that course or section.

If an instructor is removed from teaching a course or section because their second class rating fell below a 4.0, the instructor may request reinstatement by filing a written request to the PDMT within 30 days of receiving notice of removal from the course or section, asking for instructor reinstatement. At that time, the PDMT will review the request and determine the next steps to be taken, if any, for instructor reinstatement.

Termination for failure to teach all courses

An instructor license agreement for an instructor who has not taught any of their approved courses or sections by the expiration of a license agreement period will be terminated at the end of that license agreement period.

A TRU faculty member whose license has terminated must submit a request for reinstatement to the PDMT. The PDMT will review each request to make a determination. In certain circumstances, an instructor may be exempt from all or part of the reinstatement process. Each request will be handled on a case-by-case basis. Upon reinstatement, the instructor must sign a new instructor license agreement and remit the \$25 license fee.

Misconduct

Issues that arise with instructor misconduct or misuse of instructor status are subject to review by the PDMT and are grounds for immediate termination of the instructor license agreement.

Please make a copy of this document, sign, and return to Professional Development indicating that you have read and understand these policies.

Instructor Name (Print)

Instructor Signature

Date