

## Property Management Instructor Policy

The Texas Association of REALTORS® Property Management Committee Leadership (PMCL), which is comprised of the Chairperson, Vice Chairperson, Committee Liaison, and Staff Liaison, approves instructors to teach Leasing and Property Management courses under its provider number (#0001) to students in Texas and determines the final selection of instructors for each course instance. The PMCL determines the final selection of instructors after it reviews all application materials and evaluations.

### Approval Process

All Property Management instructor applicants must be a member of their local REALTOR® association. In addition, candidates must complete certain criteria, defined below:

1. TREC approval to teach MCE electives
2. Completed [faculty application](#)
3. Certificate of completion [ITI-1 course](#)
4. [Signed instructor policy](#)
5. Endorsement by the Property Management Committee Leadership

Subject to an applicant's experience, the applicant may be required to audit a Property Management MCE elective course prior to approval for teaching.

Once all criteria are met, the instructor applicant becomes a member of the Texas REALTORS® Property Management Instructor Faculty. For more information about each of the above criteria, please contact Professional Development, 512/480-8200.

### Protocol

When communicating with local associations and class participants, instructor should use standard business etiquette. Adherence to such standards of practice is imperative since all Property Management instructors are representatives of Texas Association of REALTORS®. 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 instructor manual
- Leave the room when participants complete instructor evaluations
- Do not discredit or speak negatively of the Texas Association of REALTORS®, any local association, or any member
- Do not give answers to the test as a "review"

### **Assignment and compensation**

Local associations make instructor and course site selections. Texas Association of REALTORS® provides a sample independent instructor contract for instructors to use. Instructors can access this template on the Association business tab of TexasRealtors.com. Local boards and associations make instructor and course site selections. They negotiate compensation, travel expenses, and payment terms with the instructor. Any expense reimbursement forms or receipts should be directed to the local board/association.

### **Evaluations**

Participants are asked to complete an evaluation at the conclusion of the course. The evaluations are sent to Texas Association of REALTORS® where scores are tallied and compiled. Evaluation averages and comments are sent to the instructor and hosting association. In order to monitor performance, these evaluations are also provided to and reviewed by the PMCL when requested and as necessary. Instructors should review their ratings and comments in order to make necessary adjustments to improve and enhance instruction. A master copy of these evaluations or summaries of the evaluations is kept on file at Texas Association of REALTORS®.

### **Rating system**

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 offering.
- B. Cumulative rating is the average of the instructor's last three class ratings.

Class ratings are calculated using a system in which five is the best possible rating out of a one-to-five scale. Student evaluation forms and the specific questions on the forms are prepared and reviewed by Texas Association of REALTORS®. Staff notifies each instructor of the instructor's class rating within two weeks after the course ending date.

### **Repercussions**

#### **Probation**

If at any time an instructor's class rating falls below 4.0, the instructor will be contacted by a member of the PMCL and, if needed, will be placed on probation and will be reevaluated for the next two courses.

#### **Suspension**

If an instructor's cumulative rating does not meet a 4.0, the instructor will be suspended. The PMCL will notify the instructor of suspension by certified mail. After receiving notification, the instructor may not teach that course again until he takes the following reinstatement steps and a final decision of approval is made by the PMCL.

**Reinstatement**

If an instructor is suspended, he may request his approval be reinstated if he:

1. Files a written request, within 30 days of receiving notice of suspension, asking that his status be reinstated
2. Provides to the PMCL a written list of specific actions he will take to improve his teaching skills

**Revocation**

Failure by the instructor to satisfy the above stated requirements in the above paragraphs within one year of the suspension date shall result in the automatic revocation of faculty status.

**Please make a copy of this document, sign, and return to Kinski Leuffer at the Texas Association of REALTORS® indicating that you have read and understand these policies.**

\_\_\_\_\_  
Instructor Name (Print)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date