



TEXAS REALTORS® UNIVERSITY  
TEXAS ASSOCIATION OF REALTORS®

1115 SAN JACINTO BLVD., SUITE 200  
AUSTIN, TEXAS 78701

---

# Professional Standards Instructor Policy

(for Professional Standards procedural courses)

The Texas Association of REALTORS® Professional Standards Coordinating Committee (PSCC) reviews all instructor applications to teach the annual Professional Standards Procedural course under its provider number (#0001). This course is required for Texas Professional Standards Committee members and is open to any other licensee. The PSCC determines the final selection of instructors after it reviews all application materials and evaluations. Faculty candidates must meet certain criteria, defined below.

### **New Instructor Criteria**

1. Successful adult classroom teaching experience, including teaching experience relevant to the topic for which the applicant is applying. Instructors must have experience successfully managing large groups of adult students; classes range in size from 20 to 110 students.
2. Subject matter experience and expertise.
3. Ability and willingness to use interactive teaching techniques with large groups.
4. Energy and enthusiasm in the classroom.
5. Excellent oral and written communication skills.
6. Respect for students. Must be able to create a comfortable learning environment where the students feel free to participate.
7. Must be knowledgeable about and able to use audio visual aids.
8. Ability to teach prescribed learning objectives from curriculum provided by Texas Association of REALTORS®.
9. Ability to learn and follow Texas Association of REALTORS® and TREC rules for class delivery and credit.
10. Ability to teach in a manner that is not a personal solicitation of business or a recruitment of agents.

## Approval Process

The instructor candidate's commitment to becoming a faculty member requires both time and expense. **Candidates earn no income, nor are they reimbursed for expenses during the approval process.** The following items must be completed in the order noted.

***Required Credentials:*** All Professional Standards instructor applicants must be a member of their local REALTOR® association.

- 1) Professional Standards Committee Member\*: Must have served on the Professional Standards Committee within the last two years.
- 2) Service on the Professional Standards Committee: Over the member's Professional Standards Committee career service, must have served a minimum of twice on Grievance Tribunal Conference call; and a minimum of 3 times on a hearing panel of which one must be an arbitration, or served as a mediator for an arbitration request.
- 3) TREC Approved: Candidate must be TREC certified to teach MCE electives. If not TREC-approved candidate must complete and submit TREC form 16-0.
- 4) Application: Complete and submit the Professional Standards Instructor application.
- 5) Professional Standards Instructor Policy: Sign and comply with the Professional Standards Instructor policy.
- 6) Instructor Training Class: Candidates must complete an instructor training course such as the ITI-1 Workshop on Instructor Development or equivalent approved by the PSCC and submit evidence of successful completion.
- 7) Curriculum Training: Candidate must attend curriculum training such as the Professional Standards train-the-trainer.

Once all criteria are met, the instructor candidate becomes a member of Texas REALTORS® Professional Standards Instructor Faculty and will be placed on the approved faculty roster for dissemination to the local associations.

Subject to an applicant's experience, the applicant may be required to audit a Professional Standards Procedural class prior to approval for teaching.

\*Must volunteer annually on-line during July to serve on the TAR Professional Standards Committee.

## Recertification Process

- 1) All Professional Standards Instructors are required to attend the “train the trainer” session annually at their own expense. If unable to attend the “train the trainer” session due to extenuating circumstances, must audit a class with the current course material.
- 2) Instructors who have not taught a Professional Standards procedural course within the past 24 months must attend train the trainer training at their own expense in order to continue teaching the Professional Standards procedural course.
- 3) Must continue to serve on the Professional Standards Committee in order to be on the Instructor roster.
- 4) This policy is effective as of the date the instructor is added to the roster.

## Instructor Assignment and Compensation

Local associations make instructor and course site selections. Texas Association of REALTORS® will pay instructor fees and payment terms as agreed upon by the instructor and TAR in advance.

## Instructor 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. In order to monitor performance, these evaluations are also provided to and reviewed by the PSCC 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 the Texas Association of REALTORS®.

## Faculty 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. The notification consists of an evaluation report and copies of comment pages, sent electronically.

## **Probation, Suspension, Reinstatement and Revocation of Faculty**

### **Instructor Probation – Rating Below 4.0**

1. If an instructor's class rating falls below 4.0, PSCC will send the instructor a certified letter of notification. The instructor will be placed on probation, and will be reevaluated for the next two courses.

### **Instructor Suspension**

1. If an instructor's cumulative rating during probation does not meet or exceed 4.0, the instructor will be suspended. PSCC will notify the instructor of suspension by certified mail. After receiving notification, the instructor may not teach that section again until he/she takes the following reinstatement steps and a final decision of approval is made by the PSCC.

### **Instructor Reinstatement**

The instructor may request his/her approval be reinstated if he/she:

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

### **Instructor Revocation**

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

## **Material is the property of TAR and unauthorized use...**

**Please make a copy of this last page, sign, and return to Patricia Webb at the Texas Association of REALTORS® indicating that you have read and understood these policies.**

---

Instructor Name (Print)

---

Instructor Signature

---

Date