

## Texas REALTORS® Faculty Policies

### Summary

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

As representatives of Texas REALTORS®, 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 period

An instructor license agreement's term is for one (1) year from the effective date 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. In addition, all instructors who teach courses approved by other entities must pay a \$25 fee per entity Texas REALTORS® must coordinate with to obtain necessary approval for the first year and a \$25 per entity renewal fee for each year thereafter, in accordance with the Texas REALTORS® course materials agreement.

### Protocol and procedures

Once you join the Texas REALTORS® faculty, you are eligible to 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 Texas REALTORS® website: [TexasRealEstate.com](http://TexasRealEstate.com) > For REALTOR® Members > Education > For instructors > Resources > Instructor Update Center.

Texas REALTORS® will also post instructor contact information, teaching eligibility, and evaluation ratings on the *Instructor and course Search* database on [TexasRealEstate.com](http://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 Texas REALTORS® faculty are representatives of Texas 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 teaching materials
- Leave the room when participants complete instructor evaluations
- Do not provide the option of shortening lunch or breaks to get out of class early
- Do not discredit or speak negatively of Texas REALTORS®, 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

GRI instructors may also choose to serve on the Professional Development Management Team as part of the Curriculum Subcommittee, which reviews the GRI content to ensure its relevance and accuracy for Texas REALTORS®.

### **Assignment and compensation**

Local associations can request an independent contractor agreement be signed for each course they host. Texas REALTORS® provides a sample agreement 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 associations make instructor and course site selections. They negotiate compensation, travel expenses, and payment terms with the instructor. Unless otherwise required by Texas REALTORS®, any expense reimbursement forms or receipts should be directed to the local association.

### **Meetings and attendance**

GRI instructors must attend either our yearly faculty meeting at Winter Meeting or one of two Zoom meetings later in the year. These meetings will include important updates to material, processes, the real estate industry, and provide an opportunity to network with other instructors. Failure to attend one of these meetings will result in termination as a GRI instructor.

Non-GRI instructors are welcome to attend any of these meetings. Attendance is not required.

### **Rating system**

The standards and procedures referenced herein by Texas REALTORS® 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 Texas REALTORS®. Once completed, the evaluations are sent to Texas REALTORS® 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. Texas REALTORS® staff will notify each instructor of the instructor's class rating within two weeks after the end of that course. Instructors should review their ratings and any comments to make adjustments or to improve and enhance instruction.

### **Recertification process**

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 no longer be approved to teach 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 course section, you must submit a letter of request to the Professional Development Management Team (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 course or course sections**

Instructors wishing to add additional course 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, instructor must audit the course or section they wish to teach and contact PDMT by email, stating their request and experience. Texas REALTORS® 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 for the next three classes taught. 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 of 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 or 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 Texas REALTORS® 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.



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**I have read and understand these policies. I understand that failure to satisfy all expectations herein will result in termination of my license agreement with Texas REALTORS® and any classes taught through their provider numbers.**

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Instructor Name (Print)

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Instructor Signature

\_\_\_\_\_  
Date