

## **YAVAPAI COLLEGE COMMUNITY EDUCATION TERMS AND CONDITIONS OF TEACHING ASSIGNMENT**

Welcome to the Community Education/EDventures program at Yavapai College! Subject to your course meeting minimum enrollment requirements and college needs, you are being offered part time, non-credit teaching assignment. A current resume with current contact information and an approved course proposal must on file with Yavapai College prior to the beginning of this assignment. Instructor Orientation must have been completed within the last 12 months prior to beginning this assignment. Additional orientations and/or training may be required as needed to update instructors on new college policies and procedures. Employment is on a non-continuing basis, and consecutive teaching assignments do not lead to probationary or continuing faculty status. As part time, non-credit instructor, you agree to and acknowledge the following employment expectations:

- Compensation is at your previously agreed upon hourly rate and is paid per hour of instruction. This compensation may be subject to change based upon enrollment.
  - Enter payroll hours accurately into Banner and submit to supervisor by the Thursday prior to the submission deadline. Instructors failing to submit online timesheets may not be compensated or may experience a delay in compensation.
  - In the event you are absent from a class meeting, you must contact the Community Education office with as much notice as possible, you will not be compensated for those class hours and will need to reschedule with your students and the Community Education coordinator to make up the class meeting.
- Meet and teach proposed classes as set out in your proposal, provide any materials promised to students in course descriptions, and provide proposed course content to the best of your ability.
- Homework assignments in non-credit courses must always be optional and no grades or tests are administered.
- Use a Yavapai College provided e-mail address. Monitor the e-mail account regularly for official correspondence from Yavapai College.
- Check enrollment for assigned courses regularly on Campus CE and notify the Community Education office promptly of any request by the instructor for cancellation of classes.
- Print roster from Campus CE prior to class meeting, take attendance at first class and submit to the Community Education office in person, by mail or fax no later than 24 hours after first class meeting.
- Follow the same accepted standards of conduct as the full-time faculty as described in applicable Administrative Procedures, which relate to unsatisfactory service and conduct unbecoming a faculty member. Follow Yavapai College Code of Ethics, available on college website.
- Attend required instructional related meetings such as: orientation meetings; department or division meetings; other meetings as required. New part time instructors must complete instructor orientation within 12 months of first day of teaching. Returning instructors must complete a new instructor orientation meeting if separation from Yavapai College has been in excess of 12 months or as required by the department.
- Promotion of any business, product or service to students in class is strictly forbidden at Yavapai College. Textbooks, workbooks, etc. can be used and/or sold in class if cleared with the Community Education Coordinator prior to catalog printing for the semester in which class is offered and if disclosed in writing to students via the printed catalog.

We hope that you have a great semester! If you have questions regarding your teaching assignment, please contact your Division Dean or Program Director.

## BENEFITS EXTENDED TO PART TIME INSTRUCTORS

- Part Time Instructors may obtain a staff ID card from the Registration Department and a list of locations offering discounts to Yavapai College Staff and Students. If instructor is enrolled in credit or non-credit education at Yavapai College, a special sticker may be obtained for the staff ID card, which designates the individual as a student and eligible for additional discounts.
- No tuition waiver or discount is available at this time for Part Time Instructors and Staff of Yavapai College.
- Yavapai College fitness and aquatic facilities may be used by Part Time Instructors who are either enrolled in credit fitness classes or have purchased a pool pass at the current staff rate.
- Part Time Instructors are eligible for Workers' Compensation Insurance coverage in the event of a work-related accident or injury according to the policies and procedures outlined by Yavapai College for Workers' Compensation.
- Part Time instructors have the option of direct deposit payroll.

I, the undersigned, agree to adhere to this agreement and all Yavapai College Policies, Procedures and Codes of Ethics and Behavior while employed by Yavapai College. I agree that I understand this agreement and this statement and am signing without coercion of any kind.

Name (Print Clearly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_