

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

Welcome to the new semester at Yavapai College! The position of Community Education Instructor is a part-time, non-credit teaching assignment; subject to the course meeting minimum enrollment requirements and college needs.

A current resume with contact information and an approved course proposal must be on file with Yavapai College prior to the beginning of this assignment. Employment is on a non-continuing basis, and consecutive teaching assignments do not lead to probationary or continuing faculty status.

*Part-time, non-credit Community Education Instructors agree to and acknowledge the following employment expectations:*

- Compensation is the previously agreed upon hourly rate and is paid only per hour of instruction (no prep, pre, or post pay, unless pre-authorized and calculated into tuition).
- 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 experience a delay in compensation.
- In the event that an instructor must be absent from a class meeting, they must contact the **Community Education office at 928-717-7755** with as much notice as possible.
  - Community Education instructors are required to reschedule make up hours with students and the Community Education coordinator.
- 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.
- Community Education Instructors meet and teach proposed classes as set out in course proposal, provide any materials promised to students in course descriptions, and provide proposed course content to the best of instructor's ability, including estimated supply costs per student.
- Homework assignments in non-credit courses must always be optional and grading and testing are not permitted.
- Instructor's may request a Yavapai College e-mail address or use their own. Please monitor e-mail account regularly for official correspondence from Yavapai College.
- Follow the standards of Instructor/Faculty conduct as described in the Yavapai College Code of Ethics and FERPA regulations, available on college website.
- Attend required instructional related meetings including but not limited to orientation meetings, department meetings, and Yavapai College online trainings as required. New Instructor Orientation must completed be within prior to beginning this assignment. 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 unethical and not permitted 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.

## 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.
- No tuition waiver or discount is available at this time for part-time instructors and staff.
- Part time instructors may utilize Yavapai College fitness and aquatic facilities by purchasing a pool pass at the current staff rate, or registering for a credit fitness class.
- 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 the Yavapai College Workers' Compensation guidelines.
- Part Time instructors have the option of direct deposit payroll.

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

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: \_\_\_\_\_