

## Become a Sierra College Community Education Instructor

Thank you for your interest in teaching for us! We are always looking for new instructors with fresh ideas. Community Education offers short, not-for-credit workshop or seminar style classes designed to meet the needs and address the interests of our community. If you have a skill, talent or knowledge you would like to share and you have developed a course, then we would like to hear from you. Previous teaching experience or formal academic training is a plus, but not necessarily required. We seek presenters possessing subject mastery, passion about their field, and the ability to communicate clearly. Most of our instructors are community members who enjoy sharing their expertise with fellow community members!

Please review our current course offerings. If there is a subject not currently offered that you believe would be of interest, please download our New Course Proposal form, complete it and return all requested items by email to: [communityed@sierracollege.edu](mailto:communityed@sierracollege.edu)

You may also return packet by mail:

**Sierra College Community Education**

316 Vernon St, Ste. 249

Roseville, CA 95678

Your proposal packet will be considered complete and ready for review when all required items are filled out and received by our office (please complete a form for each class proposed):

- 1) Proposal form (fillable PDF)
- 2) Resume or teaching vitae
- 3) Copy of any student materials to be supplied to students for a fee (or include the supply list students will be required to purchase on their own)

The New Course Proposal form is in PDF (Adobe Acrobat) format. To view and print this document, you must have the latest version of Acrobat Reader installed. The Reader is available via free download from Adobe Systems. Be sure to save it to your computer before completing the form. You will receive confirmation by email that your proposal has been received.

Community Education classes must meet these **minimum qualifications** to be considered:

- 1) Designed for personal enrichment, professional development or skills training (not intended for promotion of instructor and/or his/her business interests)
- 2) Provides content, resources and teaching methods Sierra College Community Education deems appropriate for the program and the students
- 3) Is open to all members of the community (ages 18 and up with some exceptions for youth)
- 4) Must potentially attract enough participants that the tuition charged will cover all costs associated with offering the class (including instruction, marketing and CE administrative overhead). Community Education is a self-funded department of Sierra College. We are supported solely by our course registrations.
- 5) Must not compete with classes offered for credit at Sierra College or current Community Education classes

**Compensation:**

We offer two options for compensation for teaching new classes. On the proposal form, you can select: 1) 40% of registration fees (fees are set based on number of hours, marketing and administrative needs) and every effort is made to keep pricing competitive and affordable or 2) Hourly rate (typically starts at \$30/hour for new courses). If you choose 40% of the course fee, you can indicate a minimum value for which you'd be willing to teach.

**Course Marketing and Advertising:**

Our courses are marketed through the Kaleidoscope catalog and on our Community Education website. Facebook is also used to promote offerings. Please consider how else you can assist in marketing your course. Your professional and ongoing effort will help to insure that your course is not cancelled due to insufficient enrollment.

**Submittal Deadlines:**

- Spring semester (late Jan– mid-May): Proposals due by August 30
- Fall semester (Sept –Dec): Proposals due by March 15
- Summer (we run a limited number of classes during the summer)

**Process for Review and Selection:**

Please note that the review and selection process can take 8-12 weeks. This includes submission to various entities on campus for approvals, including Curriculum Committee and Dean's Council so please be patient. You are welcome to call our office to check on the status of your proposal. Many factors go into planning our program, including availability of appropriate classrooms, timing, duplication of content, expense, and so on. We continually review and expand our course offerings to keep our program fresh, balanced, and responsive to the interests of the community. Should we decide to offer your class, we'll contact you by email or phone to discuss further. If you're class is not selected, we'll keep your proposal on file for the year and consider it again should our needs change.

**Thank you again for your interest!**