

## 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 complete our online fillable [New Course Proposal](#) form, and return all additionally requested items by email to: [communityed@sierracollegege.edu](mailto:communityed@sierracollegege.edu).

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](#) (filled and submitted online)
- 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)

### Submittal Deadlines:

- Spring semester (late Jan– mid-May): Proposals due by September 1
- Fall semester (Sept –Dec): Proposals due by March 15
- Summer (we run a limited number of classes during the summer)

### Process for Review, Selection and Contract:

Please note that the review and selection process can take 6+ weeks after the deadline. 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 a new instructor for Sierra College, you'll need to complete a live scan and submit a W9 form.** Once confirmed, we'll issue an independent contractor agreement for your signature. Invoices for payment are submitted after the class has been offered.

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 (after \$5 administrative fee taken off the top). Fees are set based on number of hours, marketing and administrative needs. Every effort is made to keep pricing competitive and affordable. If you choose 40% of the course fee, you can indicate a minimum value for which you'd be willing to teach.
- 2) Hourly rate (typically starts at \$35/hour for new courses)

**Course Marketing and Advertising:**

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

**Thank you again for your interest!**