



## **Snow College Continuing Education Teaching Agreement**

This is an Agreement to teach a Continuing Education (CED) class. Please fill this out, sign and return to the Continuing Education Coordinator.

The Parties agree to the following terms and conditions:

1. Instructor agrees to the following:
  - a. Teach the class listed on the Accepted Course Proposal form as indicated including providing all scheduled class sessions and abiding by and implementing the suggestions of Snow College Continuing Education administration. Instructor agrees that if the class is not taught on a regular and consistent basis or more than 10% of sessions are canceled, Snow College may cancel the class and withhold payment.
  - b. Notify the Continuing Education Coordinator and students before class if you are unable to teach due to an illness or emergency. Then work with Continuing Education Coordinator and students to identify a day and time to hold a make-up class.
  - c. Teach the class in a professional manner.
  - d. Market his/her classes, courses, or workshops to its community.
  - e. Abide by the Snow College Policies and Procedures applicable to Continuing Education classes, which may be changed and modified at Snow College's discretion prior to the start of any scheduled class. See [Continuing Education | Snow College](#)  
Also, Continuing Education has policies related to class instruction, found in the CED Addendum below.
  - f. Abide by the Snow College Policies and Procedures regarding discrimination and harassment. In particular, Instructor agrees to be subject to the Snow College Title IX Policy Prohibiting Discrimination and Sexual Harassment and to cooperate in any investigation and hearing. In addition, Instructor agrees to comply with Policy 309 Restrictions On Relationships Between Employees And Students Or Other Employees as though they were an Employee of the College. Further, Instructors may not transport students in their vehicle and may not offer makeup or supplemental classes to students on an individual basis.
  - g. Provide a copy of the class roster, pertinent student information, and other requested information to Snow College. The class roster shall include at least each Student's name, email address and telephone number and attendance information.
  - h. Notify the Continuing Education Director of problems including disruptive students.
  - i. Not to use the class to solicit support for your other business or personal interests.
2. Instructor shall at all times be an independent contractor and shall so represent themselves to all third parties. Nothing in this Agreement or the parties' performance hereunder shall be deemed to establish an employment relationship or joint venture or partnership relationship between Instructor and Snow College. If Instructor is also an employee of Snow College, Instructor agrees that his or her employment duties are separate and independent of the duties imposed by this Agreement. Instructor agrees that they will be paid through a Form 1099 and are responsible for all taxes associated with this agreement.



- 3. Pay Rates: Classes are priced based on the enrollment history, subject matter, length, and demand. Instructor will be obligated to teach the course with a minimum number of enrolled students.

Snow College shall pay the Instructor in one of the following ways (specified in the Approved Course form:

- a. Standard Pay Rate: Instructor shall receive 50% of each registration and Snow College will retain 50%. Net revenue is defined as gross revenue actually collected minus expenses such as materials, location fees, transportation costs.; or
  - b. Tiered Pay Rates: Classes with high enrollment may qualify for increased pay percentages to the instructor as approved by the Continuing Education Coordinator; or
  - c. Contracted Pay Rate: Instructors may be paid per hour or per class at the discretion of the Continuing Education Coordinator. Instructor will receive a flat fee of \$\_\_\_\_; or
  - d. Volunteer Instructors: Instructor is donating their time for this course and will not be paid. If so, Instructor will also need to fill out a Snow College volunteer form to accompany this Agreement. CED reserves the right to charge full price for volunteer-taught classes.
- 4. Snow College will also market the course, provide registration and payment processes, provide agreed upon classroom space, materials, and equipment.
- 5. The College maintains the right to modify schedules and locations and cancel courses at any time for any reason before the course commences. The course(s) are subject to minimum enrollments, typically at least 5 students. Course enrollment will be reviewed two business days before the class is scheduled to begin. If the minimum number of students is not met, the class will be canceled. The instructor and enrolled students will be notified two days before class and refunds processed. After a course commences, the College may cancel the course and make a pro rata payment to the Instructor based upon the number of classes completed if, in its reasonable discretion, the course should be canceled.
- 6. Title IX: Instructor agrees that while interacting with SNOW COLLEGE employees and students it will comply with Title IX of the Education Amendments of 1972 (20 USC 1681) which prohibits discrimination on the basis of sex in any federally funded education program or activity. Instructor additionally agrees that it will cooperate with any investigation by SNOW COLLEGE of a claimed violation, to abide by any interim measures imposed during the course of an investigation and/or final measures imposed as a result of an investigation, and that its contract may be terminated without further recourse in the event of a finding of a violation by Instructor or its employees, subcontractors, and related parties.

\_\_\_\_\_  
Continuing Ed Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Snow College Authorized Rep Signature

\_\_\_\_\_  
Date



## Continuing Education Policies Addendum

Continuing Education at Snow College (CED) is dedicated to offering our customers a variety of courses that cover topics which enrich lives and broaden perspectives. To ensure that our courses are governed by solid practices that protect the quality of instruction and scheduling, the following policies will be adhered to in accepting and scheduling Continuing Education courses.

1. Courses will not be accepted to promote businesses owned and/or operated by the instructor nor that serve as an avenue to set up a business under the auspices of Continuing Education. An instructor may not use customer contact information provided by enrollment in a CED course as a database for professional contacts. Courses may deal with subjects that fall into an instructor's expertise by profession but must be taught from a generic approach with no promotion of outside associations with our customers outside of the CED offering. Instructors who own or are affiliated with a business that relates to the course material may not share sales pitches, offer discounts, distribute business cards, encourage sales or refer people to the business while engaged in CED classes. Instructors may not recruit CED students to join classes held by the instructor outside the CED program.
2. Continuing Education courses will be calendared around a flow of continuous courses that spread our offerings throughout a semester to allow the greatest overall access to the most courses and to better serve our customer base.
3. Classes will be marketed through our Continuing Education Website and series of emailed newsletters, social media, and timely advertisements when needed. Customers will be encouraged to join the CED network to receive these newsletters. Instructors are encouraged to spread the word about their own classes as well. Any printed fliers or advertisements must be approved by the CED office prior to distribution.
4. Material fees: Material fees must be approved by CED. Materials fees shall only cover supplies absolutely necessary for the coursework. Instructors may not provide supplies at a marked-up price. Anything you need for the course must be approved by the CED office. Material cost will be deducted before payment of the Instructor, as per the Teaching Agreement.
5. A Continuing Education representative can be at class the first day of the course to assist with any last-minute registrations. Any students not listed on the role must be instructed to visit with the CED Coordinator to complete registration before they can attend class again. Instructors may not collect course payments.



**Snow College Continuing Education  
Course Proposal Form**

This Form is used for a prospective Continuing Education course.

**Instructor Name:**

**Instructor Contact Information:**

Address:

Cell phone or other contact phone:

Email:

**Proposed Course:** (title and description)

**Proposed Schedule:** (Weekly, etc., start time, length of class sessions):

**Instructor's Qualifications:** (Include relevant background information supporting credentials to present the course. Instructors do not necessarily need to have any official educational background in the subject but may be qualified through life experience.):

**Proposed Course Fee:**

**Maximum Number of Students:**

Upon approval of the course proposal, and with a completed **Snow College Continuing Education Teaching Agreement**, the instructor will receive an offer to teach the course at a rate and schedule mutually agreed upon by Snow College Continuing Education and the instructor. Courses will be placed in the schedule as close to the instructor's preference as possible but also incorporated within the semester schedule.