

Course Instructor Position Description

Ad Hoc Academic Staff
Term to Term Employment

Our office considers each proposal carefully and select new courses based on overall compatibility with our mission and philosophy. Other important considerations in the decision to offer a course include, but are not limited to: anticipated/demonstrated participant interest or demand, originality/uniqueness of the proposed course(s), affordability within typical course parameters, and overall feasibility of the course(s) given seasonal space and equipment constraints. The final decision on course offerings rests with the Wheelhouse Studios Staff. We keep applications on file and periodically review them as participant needs and desires vary. If your course is selected as a Wheelhouse Studios offering, it is expected that you will follow the guidelines outlined in this position description and the Instructor Manual. Failure to abide by these policies may result in termination of appointment.

Instructor payment is negotiated individually with each person based on experience level, length and complexity of the course, course demand, etc. We offer two options for payment: per person and per course.

Position Summary

Wheelhouse Studios Course Instructors develop and present a non-credit course(s) plan from start to finish. They instruct a group of adult participants in selected subject matter, creating and maintaining a positive learning environment and image of the Wheelhouse Studios program as a whole.

A. Expectations

Our instructors come to us from varying backgrounds, interests, and experience levels. We expect that you will teach to the best of your ability, keeping in mind the following guidelines:

- Coordinate with Wheelhouse Studios as soon as possible any special needs for course, course supplies, or facility needs. All handouts must have prior approval from Wheelhouse Studios leadership.
- Remember your course schedule, be fully prepared, and arrive before class with enough time for setup. Instructors are expected to allow enough time in their schedule for proper cleanup of the studio space as well.
- Ensure safety of students first and foremost, instructing students in proper care and use of tools and equipment.
- A course roster will be emailed to you prior to your class, use your course roster to confirm that all participants have paid for the course.
- Create a positive in-class environment that promotes learning, embraces diversity, treats all participants fairly, and allows for constructive interaction.
- Be knowledgeable about the subject matter you are teaching, but willing to admit the limits of your knowledge and experience when necessary. “We should look that up!” is a fantastic learning opportunity.
- Maintain a student (customer) perspective in all that you do with the course, remembering that the participant is the primary reason you are there.
- Be a generous and effective communicator in your class sessions, teaching at a level appropriate for the participants and in a manner free of biased language, actions or activities. Instructors are

expected to adapt their curriculum to fit the needs of students with varying intellectual and artistic abilities.

- Instructors are not permitted to use their class for personal promotion. This includes handing out business cards, selling of personal art or supplies, or offering private lessons/other courses at a different location. Students are enrolled for high quality learning and utilizing this opportunity for other personal advancement is unprofessional.
 - Update the Wheelhouse Office as soon as possible if you are going to be absent from a class for any reason. In the event of a missed class session due to illness or emergency, a make-up session will be scheduled that meets the majority of the participants' schedule. Promptly communicate to the Wheelhouse Office any change, need, concern, or problem you may have so that we may facilitate the best possible experience for you and your course participants.
 - Read, understand and follow the policies and procedures outlined in Course Instructor Manual. Understand that non-adherence to any of the policies and procedures in this manual can result in immediate termination of an existing Instructor Appointment and/or affect the possibility of future instructional opportunities.
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B. Specific Responsibilities

- Create, facilitate, and evaluate a course plan from start to finish.
 - Complete all paperwork in a timely manner, including Letters of Appointment, Proof of Employment Eligibility (I-9), Tax Withholding (W4), and other documents as requested. The aforementioned documents are to be completed **before** the start date of the course(s).
 - Notify Wheelhouse Studios immediately in the case of any change in the class schedule.
 - Schedule courses with the Wheelhouse Studios by designated planning deadlines.
 - Provide an invoice with original receipts, or other appropriate documentation, for agreed upon supply cost reimbursement within 30 days of course end.
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C. Accountability & Instructor Status

- Reports to Wheelhouse Studios staff, both professional and student.
 - Considered ad hoc Academic Staff of the University for duration of the course(s) only. Employment is contingent on the verification of work authorization in the United States of America.
 - Paid through University Payroll system in one payment after the conclusion of the course.
 - Payments made on a per person basis are prorated for participant drops.
 - Wheelhouse Studios reserves the right to cancel any course for any reason. No payment is made for cancelled courses.
 - Not guaranteed term to term employment.
 - The University of Wisconsin - Madison will provide liability insurance to ad hoc Academic Staff Instructors for the duration of the course(s). This insurance protects against claims of negligence of the instructor; it is not accidental or medical insurance.
 - Eligible for Union Membership benefits during term of instruction.
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