

FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy C-3

Last Updated: April 14, 2009

Instructor Development and Fees

Scope:

The Foundation of Administrative Justice retains qualified professional instructors on a contract basis to develop and instruct FAJ courses.

FAJ seeks qualified, competent, professional instructors who demonstrate ability to deliver adult education.

The Executive Director is responsible to recruit, contract with, and assess the services of the instructors.

Administration:

The Executive Director will:

- Determine the instructional opportunities for each instructor.
- Obtain background information from the instructor including resume, bio and education experience in administrative justice.
- Orient and develop each instructor in each course through a three-step program encompassing: auditing, co-instructing, and sole instructing while audited.
- Implement a program to periodically evaluate the instructional services of each instructor and provide feedback.
- Arrange professional continuing education for the instructors as a group.

Instructor Fees:

The Executive Director will determine the fees payable to instructors for instruction and course development services for regular and custom courses.

During the three-step orientation program for each course, the instructor will be compensated as follows:

- auditing – 60% of regular rate
- co-instructing – 80% of regular rate
- sole instructing while audited – 100% of regular rate.

Instructors will be reimbursed expenses under FAJ's Expenses Policy.