

# INSTRUCTOR AGREEMENT



U.S. CHAMBER OF COMMERCE FOUNDATION  
Institute for Organization Management

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Welcome Institute faculty! If you are a returning instructor, you know how exciting and rewarding teaching at Institute can be. If it is your first time with us, we hope that you will also catch the fever that keeps our faculty coming back year after year.

Because Institute is only as good as the expertise that the instructors bring to the program, we have high expectations for your success. This instructor agreement was created to ensure quality programs are offered to Institute participants.

## **Professionalism**

Any material you present in the classroom (PowerPoint presentations, handouts, overheads, etc.) must be on Institute PowerPoint slides or letterhead. This is critical for maintaining Institute's image as the premier provider of education to nonprofit professionals. Institute offers a professional education environment. Business and business casual attire is required while teaching.

## **Course Objectives**

Institute provides you with a course description and learning objectives which are based on the CAE (Certified Association Executive) and CCE (Certified Chamber Executive) bodies of knowledge. While we expect you to bring your own expertise and style to a course, the learning objectives must be followed. They must appear at the beginning and end of your presentation. In addition, participants will evaluate how well you meet these objectives. Course evaluations are a primary factor in determining faculty contracts with the Institute program. Faculty is encouraged to update the learning objectives. If you have feedback on the objectives, please let staff know.

## **Marketing Your Services**

Institute provides a marketing area for faculty who wish to make available brochures, fliers, books, and other marketing materials. Although we enable you to market your services, you are required to do so outside the classroom.

## **Harassment Policy**

While presenting and networking, never use sexist, racist, or other offensive language. If there is a chance your comment or joke might be offensive or misinterpreted, don't use it. Be sensitive to stereotyping and generalizing characteristics across certain groups.

Institute maintains an environment that fosters learning and professional development for everyone who attends. The U.S. Chamber of Commerce Foundation specifically prohibits verbal and or physical conduct that harasses or disrupts. Harassment of chamber employees, volunteers, consultants, participants, outside vendors or guests in any form including harassment because of race, color, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation, physical appearance, political affiliation or any other status protected by law is specifically prohibited and will not be tolerated. Failure to abide by this policy may result in dismissal from the Institute program with no reimbursement of expenses.