

ACA Instructor Guide to Teaching/Courses

ACA Approved Courses

Residents and Members of the ACA will be invited to teach courses by the Director of each media/building or the ACA programming director. Once a teacher is invited, he/she will need to provide class description, related information such as cost of materials, number of class sessions, number of students and images for each class. Teachers may teach a one-time session or up to an eight-week long class. There are four sessions in a year: Fall (late September through the week before Thanksgiving), Winter (mid January-mid March), Spring (Late March through mid May) and Summer (June-August). Exact dates are provided to your Director. It is possible to teach more than one class within a session but not more than five. All current classes are posted on the ACA website [Adrian Center for the Arts/classes](#) and give the url for the each class page. Registration, insurance, course enrollment and class lists, cancellation, instructor pay rate, and instructor invoice procedure are detailed in this document. **All invoices for instruction or materials must be submitted within 30 days of the final class date in order to receive payment.**

ACA approved courses will be advertised on the ACA website, on our social media, and on flyers distributed at our events and at public entities in the county. ACA Courses must follow the policies set forth in this document. All class tuition payments must be paid before the class begins and are handled through the website or mail. All monies, including those for supplies and materials, must be deposited to the ACA and must not be handled by the instructor. Failure to follow this policy will result in revocation of ACA teaching privileges. Instructors may offer courses in any location on campus as long as the Director of that space approves it. Generally, monies for classes, once materials and the teaching stipend have been paid, go to the studio that housed the class, unless another arrangement has been made and agreed upon by the Executive Director and Studio Directors involved. Instructors do not need to provide proof of insurance for ACA approved courses.

ACA Classes

ACA studio artists who wish to teach classes on campus must have those classes approved in advance through the ACA, and course registration and payment must be made through the ACA. ACA studio artists may not offer instruction on the ACA campus except for those classes scheduled through the ACA.

Submitting Your Class

To submit a course that has been approved, the instructor must work with their director to submit the required information. **All ACA classes must be approved by your**

Director before submitting. Images must be submitted at the same time as the class information. Choose images that are high quality. The better the image, the more likely students will register for your class.

Instructors can avoid conflicting class times when scheduling by checking with your Director when you suggest class times. Final determination for when classes will be offered will be based on the master ACA schedule.

How Registration Works

Students may register online or by mailing a paper form. Paper forms are available in the gallery office or can be downloaded from the web.

The student registration list for each course is compiled in a Google Document. When a student registers on the ACA website, his/her name is added to the list for that individual class. A link to each individual course Google Doc will be emailed to the instructor **once the first student has registered**. This list will be updated. ***It is the responsibility of the instructor to keep track of the email that contains the link to the Google Doc.*** Instructors can click the Google Doc link at any time to check current registration lists.

Full payment must be made at the time of registration.

Instructor Invoice - This is a bill from the Instructor to the ACA for payment of teaching services and any materials *provided by the instructor* in order to teach the class. Submit this Invoice to your Studio Director or the ACA Executive Director within THIRTY DAYS of the completion of the class to receive payment. They will forward it to the ACA Treasurer Mike Jacobitz.

Course Cancellation

Courses with no enrollment one week before the start of the class, after discussion with the instructor will be cancelled and removed by the registrar from the website to prevent registrations. The Executive Director or Registrar will discuss with the instructor the cancellation of courses with enrollment of less than three students. If a course is cancelled for any reason, the instructor will notify each student. If the class is cancelled by the instructor, the instructor must notify the student and also notify the director and executive director at Inemanlcva@gmail.com. Failure to follow this procedure on the part of the instructor will revoke the instructor's privileges to teach for the ACA.

Refunds to students enrolled in the course are given if a course is cancelled. Once a class meets, no refund is available. Students who enroll and choose not to attend may be offered a credit, based on circumstances. No refund is available.

Instructor Pay Rate

The downloadable **Instructor Invoice** is available at the ACA instructor portal under the "Departments tab. It is password protected.

The standard ACA Instructor Pay Rate is **\$35 per contact hour***

***Contact hours** refers to the number of classroom hours that a course meets in the duration of the class. For example: if a class meets for three hours a week for four weeks, it has 12 contact hours.

The ACA has determined that an enrollment of four students must be achieved in order to cover the costs of instructor, classroom space and materials. The executive director/registrar will work with instructors on classes that do not enroll the required four students.

If the course enrollment is at two or three students, the executive director/registrar and instructor will decide together whether or not to go forward with the class. **In these cases, the instructor will receive \$25 per contact hour. A class with only one enrolled student will be cancelled.**

Instructors are not employees of the ACA. Each instructor is an independent contractor and will receive a 1099 for tax purposes. 1099 forms will be sent to you at the end of the tax year. Taxes are not deducted from course tuition, material or other fees. Check with your tax accountant for necessary filing rules and regulations that apply to your particular situation.