

## OLLI at UNLV Volunteer Instructor Agreement

This Agreement is hereby made by and between \_\_\_\_\_, and the Osher Lifelong Learning Institute at the University of Nevada, Las Vegas (OLLI at UNLV).

**Address:** 851 E Tropicana Ave, Las Vegas, NV 89119

**Phone:** 702-774-6554

**Email:** OLLIatUNLV@unlv.edu

**Fax:** 702-895-4195

Whereas, OLLI at UNLV will provide a semester fee waiver and support for the classes taught at all locations. All OLLI at UNLV Volunteer instructors will be held accountable to adhere to all OLLI and UNLV policies and procedures as developed by the Curriculum Committee, Steering Council, and UNLV Administration.

Now, therefore, OLLI at UNLV Volunteer Instructors agree to adhere to the following:

1. Instructor Meetings are designed to provide policy changes, new information, and updates to all new and continuing instructors with OLLI at UNLV. Each instructor must attend at least one scheduled Instructor Meeting per academic year to ensure they are up-to-date. If an instructor fails to attend at least one Instructor Meeting per year, they will not be eligible to teach as part of the Curriculum for OLLI at UNLV. Instructors will be eligible for re-acceptance after attending the next scheduled Instructor Meeting.
2. Adhere to the policies and procedures set by the OLLI at UNLV Steering Council, UNLV Administration, and satellite locations.
  - 2.1. Instructors are not permitted to solicit, promote, or advertise any personal or related business interest, marketing plan, or any other for-profit venture either during the class or in any capacity related to the class. Please note that this prohibition includes the selling and promoting of any goods and services related to an instructor's business interest.
  - 2.2. Satellite location issues should be directed to OLLI at UNLV staff, not satellite staff. Satellite class availability is at the discretion of the OLLI at UNLV Curriculum Committee and satellite location staff.
3. Instructors will conduct each class in a courteous and professional manner by
  - 3.1. treating all OLLI at UNLV staff, volunteers, and members with respect.
  - 3.2. welcoming and respecting diverse points of view given diversity of enrollment and to enrich discussion.
  - 3.3. acknowledging all questions respectfully and answer when possible.
  - 3.4. being a positive and professional representative of the program at all times.
4. Allow class time, when necessary, for official OLLI at UNLV announcements, presentations, etc.

## OLLI at UNLV Volunteer Instructor Agreement

5. Respond to communication from the OLLI at UNLV Steering Council, Standing and Ad Hoc Committees, and UNLV Administration in a timely manner.
6. Facilitate the electronic distribution of class evaluations, after the 5th week of the semester, or as designated, following Curriculum Committee guidelines approved by the OLLI at UNLV Steering Council.
7. Provide the OLLI at UNLV Curriculum Committee and Administration with a structured syllabus to ensure continuity of instruction by established deadline.
8. Upon cancellation of a class, Instructors will notify the OLLI at UNLV Administrative Team to assist with informing the class via email and phone calls, posting signs, etc.
9. Each instructor will have one biography for all classes they instruct. Editing of all biographies and class descriptions will be completed by Division of Educational Outreach (DEO) Marketing Team. No changes will be made after editing unless there is a content discrepancy.
10. OLLI at UNLV Instructors agree to run all classes within the timeframe provided by the administration for the semester. No extensions for a class to begin earlier or end later than the dates or times determined will be permitted.

### Support provided by OLLI at UNLV Administration:

1. Provide a fee waiver for the semester in which instructional services are provided.
2. Provide space and support for your class, including a limited supply budget during the term. These funds are non-transferable and do not “carry over” from semester to semester.
3. Provide contact information for students registered in your class for class-related communications as well as informing class upon cancellations or necessary changes to the class.
4. Provide communication with satellite locations or community partners on behalf of OLLI at UNLV Instructors to ensure continuity of communication and remain within university policies (i.e., group ticketing, tours, etc.)
5. One instructor meeting scheduled prior to each of the fall and spring semesters, as well as a new instructor meeting prior to the summer semester, to provide updated information regarding volunteer instructor expectations, emergency procedures, facilities information, as well as classroom technology assistance and tips for improving the classroom experience for both members and instructors.

---

Volunteer Instructor (Print)

Signature

Date

---

Program Coordinator

Date