



Chandler-Gilbert Community College
Continuing Education & Workforce Development
480.732.7080

6 Easy Steps to Teaching

- Step 1: Fill out the Instructor Proposal Data Sheet and submit to the Continuing Education Department. You may fax forms to 480.732.7259, mail to CGCC, Continuing Education Department, 2626 E. Pecos Road, Chandler, Arizona 85225, or bring to CGCC Room B160.
- Step 2: You will be called for further discussion and to schedule an appointment with Continuing Education Department personnel. When your class is accepted you will need to fill out a New Vendor form.
- Step 3: There are three ways you can be compensated for teaching:
(1) Hourly
(2) 50% of the total tuition received from students
(3) Per student
Your salary is contingent upon the enrollment in your class.
- Step 4: You are expected to go to the Safety Office the day the class begins to pick up your class roster and student evaluations. We can also fax the class roster and evaluation master to you and/or mail your evaluations to you. Please let us know which method is convenient for you.
- Step 5: The student **evaluations must be left at the Safety Office the last night of class.**
- Step 6: As a vendor, **you will need to submit an invoice** by mail, fax, or email billing us for your services. You may also leave your invoice in an envelope marked for Continuing Education at the Safety Office any night after your class begins.



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Prospective Instructor:

Enclosed you will find the latest non-credit schedule and class proposal information. Please complete the information thoroughly and return to the Continuing Education Department. The deadline for submitting your Instructor Proposal to be in our Fall Schedule is March 1 or Spring Schedule is September 1. With a completed information packet we can select and process your proposal. Selection of classes is determined by the Continuing Education Department. Please review our non-credit schedule to see what types of courses are offered.

As an instructor, you represent the Continuing Education Department and Chandler-Gilbert Community College. Instructors are strictly prohibited from using the classroom as a forum for soliciting customers for any outside activity in which they have financial interest. Please note: **Continuing Education requires a copy of all material given to students for your instructor file.**

The Continuing Education Department reserves the right to cancel classes based on class size or other uncontrollable circumstances, to make other changes as the college needs or requires, and to change, without notice, any of the information, requirements and regulations published in the schedule of non-credit classes. Classes must meet minimum enrollment. If a class is canceled, Continuing Education will make every effort to notify you, **but it is your responsibility to follow the enrollment of your class by calling 480.732.7080.**

Thank you for your interest in teaching for the Continuing Education Department!

Sincerely,

Ruth M. Romano, Ed.D.
Director

Phone: 480.732.7080 Fax: 480.732.7259
2626 East Pecos Road Chandler, Arizona 85225-2499
www.cgc.edu/cont_ed





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Instructor Proposal

Please type or print clearly and complete each question thoroughly.

Course Title: _____

Course Instructor: _____

Preferred Course Sessions and Time: _____

Maximum # of Students: _____

I. Course Description (The description is your only tool to encourage and invite students to register for your class. Without a thorough and complete description your class may not be selected.)

II. Course Objective (What is the main learning point of this course?)

III. Methods of Presentation (Lecture, demonstration, etc.)

IV. Required Texts or Supplemental Material

V. Recommended Texts or Supplemental Material

Personal Data Sheet

Please type or print clearly and complete each question thoroughly.

Please attach a professional resume.

Name: _____ Social Security Number: _____

Home Address: _____ Phone: _____
_____ May be released to students: Yes ____ No ____

Business Address: _____ Phone: _____
_____ May be released to students: Yes ____ No ____

Email: _____ Fax: _____

Emergency Contact: _____

Educational Background: (minor or major studies, certificates, etc.)

Practical experience in the area you wish to teach:

Adult teaching experience:

List credentials as you would like them to appear in the schedule:

Three references: 1) _____ Phone: _____
 2) _____ Phone: _____
 3) _____ Phone: _____

To the best of my knowledge and belief, all statements made in this proposal are true and correct and I have read the Prospective Instructor cover letter.

Signature _____ Date _____

Chandler-Gilbert Community College and the Maricopa Community College District do not discriminate on the basis of race, color, religion, national origin, sex, handicap or age in application admission, participation, access and treatment of persons in instructional or employment programs and activities. Chandler-Gilbert Community College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.