

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Chapter Instructor

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1. Purpose And Scope
 - a. To establish and maintain, documented information, on the responsibilities of the Chapter Instructor position.
2. References
 - a. APICS - The Association of Operations Management.
3. Instructions
 - a. Benefits of being an Instructor
 - i. Instructors incur such benefits as improved skills for their professional career, re-enforcement of their understanding of the APICS body of knowledge, development of a sizeable network, and the satisfaction of helping other professionals learn and grow. Combining these benefits can make a substantial impact on a person's career.
 - ii. Instructors will be paid at a reasonable rate based on number of classes taught and on experience. Instructors must meet current APICS International and chapter requirements in order to conduct classes.
 - iii. Although Instructors are being paid for conducting classes, it should be realized that we are still and non-profit, volunteer organization. Being a chapter instructor should be considered as a volunteer opportunity to give back to the profession.
 - b. Instructor Responsibilities
 - i. Must conduct each course in a professional manner, bring new ideas to the class, and be motivated to provide a quality learning experience.
 - ii. Must spend adequate time preparing for each class.
 - iii. Must never use the class as a forum for selling one's own products, services, etc.
 - iv. Must follow the Chapter's policies and procedures.
 - v. Must ensure that the regulations of the facility (i.e., no smoking or eating in designated areas) will be followed by all members of the class.
 - vi. Must have the students complete the evaluation forms and forward them to the chapter's vice president of education.
 - vii. Must ensure that the classroom is left in the same condition as found.
 - viii. Must use approved materials.
 - c. Instructor Ethic Statement
 1. Each instructor will be required to complete the Chapter Ethics Statement.
 - d. Instructor Qualifications
 - i. Required
 - a. Is an Active APICS SWMI Member.
 - b. Has signed the chapter's Instructor Ethics Statement.
 - c. Has an APICS Certification and/or Formal Educational Teaching experience in the program area.
 - d. Maintains an average score of 4.0 or better on evaluations.
 - e. Has a minimum five years of experience in a relevant field.
 - ii. Recommended

- a. Has attended Train the Trainer.
 - b. Has a college degree.
- e. Instructor Class Rating.
 - i. Student / Instructor evaluation form will be used to ascertain the instructor's class rating.
 - ii. A class rating of 3.5 or better on a 5.0 scale must be attained and/or maintained before an instructor is allowed to elevate to the next instructor compensation level.
 - 1. If an instructor falls below a 3.5 scale for any class, the instructor will be compensated at the lowest pay rate. The VP of Education will ascertain the damages to the perceived quality of the class outcome and take corrective action if needed. If the class needs to be held again, another instructor will be used and the original instructor must go through Train-the-Trainer.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document