

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Instructor Compensation

Document No: SOP0051_ Instructor Compensation

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1. Purpose And Scope

- a. To establish and maintain instructions by which all class instructors will be compensated for their time and efforts of teaching.

2. References

- a. APICS - The Association of Operations Management.

3. Instructions

- a. 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.
- b. Although Instructors are getting 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.
- c. Course Compensation Rates
 - i. Certification - CPIM
 1. Course instructors will be paid between \$35 - \$65 per hour for CPIM Modules, based upon their qualifications.
 - a. Instructor must get a 3.5 instructor rating or better to continue instructing and to have the ability to progress to a higher pay rate.
 - ii. Certification - CSCP
 1. Course instructors will be paid between \$35 - \$75 per hour for CSCP Modules, based upon their qualifications.
 - a. Instructor must get a 3.5 instructor rating or better to continue instructing and to have the ability to progress to a higher pay rate.
 - iii. Fundamental and Workshop Courses
 1. Course instructors will be paid between \$25 - \$65 per hour for Fundamental and Workshop Courses, based upon their qualifications.
- d. 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 must be attained and/or maintained before an instructor is allowed to elevate to the next compensation level.
- e. Increasing per hour rates
 - i. As of April 1, 2010, all current per hour pay rates will increase by \$ 5.00 for any course starting after April 1, 2010.
 1. CPIM Rates will go from \$55.00 to \$ 60.00 per hour.
 2. CSCP Rates will move from \$ 55.00 per hour for our first course (special arrangements) to \$ 65.00 per hour.
 3. Workshop and Fundamentals Course rates will increase to \$ 60.00 per hour.
 4. Lean and Global Sourcing rates will be \$ 65.00 per hour

- ii. As of January 1, 2011, all CPIM and CSCP per hour rates will increase by an additional \$ 5.00 for any course starting after April 1, 2010.
 - 1. CPIM Rates will go from \$60.00 to \$ 65.00 per hour.
 - 2. CSCP Rates will move from \$ 65.00 to \$ 70.00 per hour.
 - 3. Workshop and Fundamentals Course rates will remain at \$ 60.00 per hour.
 - 4. Lean and Global Sourcing rates will remain at \$ 65.00 per hour
- iii. All Instructor rates will be reviewed in the Fall of each year to determine if an increase is necessary. All Increases will go into effect on January 1st.

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
1	3/2/10	All	3c & 3e	Modify Current and Add Additional clauses