

4.7.1.2 INSTRUCTOR QUALIFICATION, PERFORMANCE & APPEAL POLICY (Page 1 of 2)

PURPOSE: To ensure that instructors have the highest possible level of knowledge, professionalism, ability and training.

NEW INSTRUCTORS REQUIREMENTS:

1. Submit RSAR Instructor Application and information Sheet along with a written recommendation from his / her broker.
2. Approval of the RSAR Education Committee
3. Instructors teaching the Code of Ethics course must have served on the Professional Standards, Grievance committee or Board of Directors.

MAINTAINING QUALIFIED INSTRUCTOR STATUS

1. Complete at least one instructor training course per year, minimum 3 hours.
2. Be prepared for each course assignment.
3. Maintain an overall 4.0 Average on instructor/course evaluations. (5.0 max)
4. Ethics instructors must attend the annual Professional Standards Workshop or update
5. Code of Ethics instructors will emphasize course material as recommended by the Professional Standards Committee and or the Education Committee.
6. Instructors will be neat and professional in appearance.
7. Instructors will be onsite a minimum of 30 minutes prior to scheduled course.

COURSE ASSIGNMENTS

1. The Education Coordinator shall make instructor course assignments.
2. Instructors will be provided with course materials, including student materials, no later than three weeks in advance of the assigned course.
3. Instructors are required to review lesson plans, visual aids, course materials and Instructor Notebook (Master File) no later than one week prior to scheduled instruction to ensure that the materials are current.
4. Any updates or changes made by Instructor to course materials must be provided to Education Coordinator no later than one week prior to the scheduled course.

CAUSES FOR INSTRUCTOR REMOVAL

The Education committee may revoke Instructor approval for cause. Causes for removal may include, but is not limited to;

1. Failure to comply with Real Estate Division requirements as set forth in NAC 645.428
2. Not maintaining a minimum 4.0 overall average instructor/course evaluation score.
3. A preponderance of negative remarks on instructor/course evaluations.
4. Failure to show up for a class without notice not covered under Force Majeure
5. Personal or company promotion and or solicitation including any promotion from the platform, distribution of promotional materials or solicitation of attendees through the use of student lists. Absolutely no recruitment will be tolerated at RSAR sponsored education.
6. Making political and religious statements or statements that would impugn the integrity or reputation of the Reno/Sparks Association of REALTORS®.

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REMEDIATION

The Education Chair or his appointee shall meet with the instructor to attempt remediation.

The Education Committee, at its option, may require the instructor to:

1. Attend an Instructor workshop;
2. Work with a mentor to improve skills;
3. Or propose other alternative training.

APPEAL PROCEDURES

1. If the Education Committee recommends removal of an instructor, staff shall notify the instructor no later than the next business day that he/she has an opportunity to speak at the next scheduled Education Committee meeting to appeal the decision.
2. Instructors who are dismissed for any reason may appeal for reinstatement in writing to the Education Committee. If the Education Committee upholds its decision, the matter may be appealed to the Board of Directors. The decision of the Board of Directors shall be final.

CHANGES: Changes shall be made to these policy and procedures as necessary to satisfy Real Estate Division requirements and/or to improve the quality of instruction.

Approved by Education:	<u>11/08/10</u>
Approved by Bylaws & Policy	<u>11/23/10</u>
Approved by BOD:	<u>12/02/10</u>