



Tryon Arts & Crafts School  
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[tryonartsandcrafts.org](http://tryonartsandcrafts.org)

## TACS Instructor Agreement 20191015 *Signature Required Annually*

### **Orientation**

Before a program begins, TACS provides instructors with orientation packets. The instructor fills out the enclosed student attendance sheets weekly and has each student sign the student waiver form at the beginning of the first day of their course. Upon completion of the program, the instructor has all students fill out the student evaluation forms and the instructor completes the teacher evaluation form. The completed packets (completed attendance sheet, signed waiver, and both student and instructor evaluation forms) must be turned into the office at the end of the session.

### **Materials Fee Collection**

At the beginning of each program, instructors who collect money for materials are expected to explain the payment procedure to their students. Students in daytime classes can pay in the office with cash, check or credit card. Students in the evening classes must pay exact cash or check to the order of Tryon Arts & Crafts School. The instructor gathers payments, records payments on outside of payment envelope, and distributes purchased materials. Payment envelope can be left on Diana's desk in the office. Instructors may only sell materials during their course hours and only to students participating in their course. Instructors are not allowed to sell materials to the general public or to independent study students. Studio time students must pay for their materials in the office before picking up their materials.

### **Safety**

In all educational programs, instructors are required to introduce students to the safety features of all studio equipment and to demonstrate safe practices of studio use. Additionally, instructors are required to ensure that all students have all required personal protective equipment (PPE) and PPE is used by all students at all times. It is imperative that instructors do this at the beginning of all programs, regardless of whether the students have received safety training before. Even longstanding students need safety reminders.

### **Professionalism**

Instructors are expected to be exemplary models of art professionals. They are expected to approach their teaching with fairmindedness and impartiality to participating students. They are prohibited from publicly criticizing or demeaning students or other instructors. Instructors who have concerns or complaints regarding students or other instructors should contact TACS staff who will address the instructor's concerns with confidentiality and discretion.

### **Positive Ambassadorship**

Instructors are expected to be positive ambassadors for TACS. If an instructor has any concerns or complaints about TACS, s/he is expected to immediately communicate this to TACS staff. Any complaints about TACS administrators should be communicated to the Executive Director. Any complaints about the Executive Director should be communicated to TACS' Board of Directors. All TACS affiliated personnel will address the instructor's concerns with confidentiality and discretion.

### **Confidentiality**

Instructors are not permitted to discuss their contract or compensation with the general public. This includes, but is not limited to students, school guests, volunteers, and other instructors. Instructors are not permitted to publicly discuss contracts or compensation of other instructors, contractors, staff, work exchange participants, or volunteers.

### **Daily Cleaning and Time Management**

Instructors are required to manage their students' time so that programs run efficiently. Students should be advised about specific storage locations and procedures related to the particular studio. Each daily session must be organized to incorporate sufficient time to fully clean the studio and all equipment. All student work should cease, and the studio and all equipment be cleaned and restored. All materials related to the instructor's program must be cleaned, removed, and stored away from the communal areas.

### **Course Completion**

Instructors are required to guide students through the completion of projects made during their class time. Instructors, therefore, are responsible for monitoring and managing students' production of artwork in an ongoing fashion. Instructors should prevent students from starting work that takes longer to complete than class time allows. If an instructor fails to lead students to project completion by the end of a program, the instructor is still responsible for facilitating students' project completion and must notify TACS staff of the situation.

Project completion is especially important for novice students, who do not have the experience to work independently after the conclusion of the course.. TACS staff may approve a plan for novice students to complete their work on an alternative schedule. TACS will not pay instructors for additional hours outside of the original program agreement.

Experienced students may be approved to use independent Studio Time to continue working on their incomplete class projects, but student project completion must remain a leading goal of the instructor.

In classes where students routinely must hand-over their work for a specialist to advance it to the next stage – such as for kiln firing in ceramics or glass – teachers are required to carry out or oversee those stages. If available, studio assistants or volunteers may help instructors achieve timely processing of artworks, but the ultimate responsibility of project management and completion falls on the instructor.

### **Cooperation**

Because all of TACS' studios are used by multiple instructors, each instructor is expected to work cooperatively to share the studio and equipment equally. When instructors require studio use outside of class time – for supply storage, in-progress artwork storage, kiln firing, etc. – TACS' staff is on hand to assist in developing systems to share facilities. Do not hesitate to meet privately with TACS staff to report studio issues. TACS administrators are only responsible for documenting studio reports. The resolution of studio complaints or problems is the responsibility of the Executive Director.

### **Alternative Scheduling**

Instructors' programs must meet an established schedule – day(s) and time(s) – stipulated in their class and workshop proposals, and/or agreed to in advance by TACS staff. If a program schedule needs to be changed due to extenuating circumstances (such as weather, sickness, or emergency), instructors must have make-up dates approved by TACS staff. Program schedules may not be changed for non-emergency reasons. TACS discourages scheduling make-up dates that overlap with

other programs.

### **No-Harassment Policy**

TACS is committed to maintaining a studio environment that is free from discrimination. The organization does not authorize and will not tolerate any form of harassment based on the following indicators: sexual orientation, gender, race, color, creed, ancestry, religion, national origin, age, or any characteristic protected by law.

### **Marketing Non-Compete**

In the activity planning and teaching their course for TACS, instructors may obtain student contact information from TACS. Instructors will not use TACS student contact information to actively solicit for art instruction with businesses other than TACS.

I, \_\_\_\_\_ (instructor name), hereby certify that I have read, agree to, and will comply with all of the above terms of instruction at Tryon Arts & Crafts School. I accept that Tryon Arts & Crafts School has the right to terminate my contract if I do not comply with the above terms.

*We hope your experience with TACS is rewarding. Let us know if there is anything we can do to make it better.*