



Conditions and Terms for
Community Education Instructors

1. DACC Community Education agrees to assume all responsibility for administrative activities associated with classes, including arrangement for facilities and equipment. Request for special equipment by instructors should be directed to DACC Community Education at least two weeks prior to classes whenever possible.
2. Instructors will be paid in accordance to the DACC Community Education Pay Schedule. Classes that have less than four (4) registrants will be cancelled. DACC Community Education will consider running a class with three (3) registrants if the instructor is willing to work at a lower pay rate. This negotiation will be handled on a case-by-case basis.
3. Class evaluation forms will be provided by DACC Community Education or they can be downloaded and printed from the Community Education website. It is the responsibility of the instructor to distribute and collect evaluations and return to Community Education.
4. Instructors agree that once this agreement has been accepted, there will be no cancellations, substitutions or changes of data regarding commitments without prior approval of DACC Community Education.

Printed Name: _____

Signature: _____

Date: _____