

FREQUENTLY ASKED QUESTIONS (FAQs)

Over the past few months, we have heard from instructors with various concerns. GSUSA Instructor Handbook will be updated to address a number of your concerns and will include a Frequently Asked Question (FAQs) appendix. Once the handbook is updated, you will be notified. In the interim, we have developed a short list of FAQs that align with our seven curriculum areas:

1. *Q. How are courses assigned to instructors?*

A. Curriculum Directors (CD) or Curriculum Managers (CM) schedule course sessions for the upcoming calendar years; additional sessions are scheduled as needed within their respective areas of responsibility. CDs and CMs then make an initial round of assignment offers for the scheduled classes, based upon experience with the course, instructor evaluations, past and recent availability, proximity to training site, and equity in distribution of courses. Subsequent rounds of assignment offers are made as needed until all scheduled sessions have an assigned instructor.

2. *Q. What guarantee do I have for teaching a course?*

A. GSUSA does not guarantee you will teach a course. Course assignments are based on the needs of the school. While open enrollment (OE) instructor assignments are generally made a year in advance, on-site contract (OS) courses are varied and unpredictable. In each case of a client request for an onsite course, we often solicit all instructors approved in advance to teach that course. However, depending upon the client's specific requirements, we may sometimes have to limit our solicitation to local instructors, instructors with certain experience or background, or those residing in close proximity to the location of the course in order to minimize costs. Factors that affect the number of assignments you receive will be included in our updated Faculty Handbook.

3. *Q. What are my responsibilities as an instructor?*

A. As a GSUSA instructor, you are expected to read, understand and adhere to the rules and regulations of GSUSA as found in our publications, notices and **Instructor Handbook**. If you have not received a copy of the Instructor Handbook, please send an email to the Faculty Liaison. The Instructor Handbook will be updated quarterly, and you will be notified of updates. Future updates will be available via the GSUSA website.

4. Q. *How will I be evaluated as an instructor?*

A. You will be evaluated by **students**. However, student evaluations will not be used as the exclusive basis to deny, reduce, or cancel a teaching offer. You will also be **evaluated (observed) by the GSUSA Faculty Liaison, Curriculum Directors or Program Managers** and if teaching an on-site class, you may be evaluated by **on-site clients** through their respective Training Representative.

5. Q. *When will I receive a raise in compensation?*

A. While GSUSA recognizes the talent of our teaching cadre, as of now, no pay raises are contemplated for 2019. GSUSA is looking into a model for compensating instructors based on the needs of GSUSA and on agency requirements.

6. Q. *Why are some instructors paid more than others?*

- A. Instructor pay is based on a number of factors including, but not limited to:
- Requirements for certification, specialized skills or licenses. For example, Project Management Institute (PMI), Professional Project Management (PMP) certification, etc.
 - Highly specialized technical skills; difficulty of subject taught; quality of instruction; and success in bringing additional business to GSUSA.

7. Q. *How do I ensure I have the latest versions of course materials?*

A. Prior to teaching a session, you will receive an email confirming the session from the CD, PM or Training Management staff. This email will specify the version number of the course materials that will be used in the class. If you have questions about the materials, contact the CD or PM. Please raise questions early enough that the latest version of the course materials can be ordered and shipped to you in advance of the class, if necessary.

8. Q. *May I use my own course materials while conducting a GSUSA class?*

A. No, you are required to deliver the GSUSA course content and learning outcomes, using only the GSUSA course material provided. This will ensure the adopted curriculum is being used effectively and consistently. If you wish to augment a course with your own non-copyrighted material, **you MUST get prior written approval from your Curriculum Director or Curriculum Manager before the start of the class.** Copyrighted material may never be reproduced without the originator's legal permission. It also may not be used without the prior written approval of the applicable Curriculum Director or Curriculum Manager.

9. Q. What rights does GSUSA retain?

A. GSUSA retains strong oversight, and continues to control its mission, programming, operations, rules, standards of performance, hours of work, subcontracting, hiring and terminations, and all decisions regarding employment matters. GSUSA's course materials are copyrighted and may not, in any circumstance, be used outside of GSUSA's classes or transmitted in any format to another user.

As indicated in your contract with GSUSA, all work projects and rights to content you develop for GSUSA belongs, without exception, to GSUSA and is covered under its copyright policy.

10. Q. What is the timeframe for travel reimbursement?

A. Employee instructors must submit a completed Domestic Travel Voucher and applicable receipts within 5 days of completion of the training session in order to be reimbursed for travel expenses. Instructors should submit the travel voucher and receipts electronically to GSUSA's Accounts Payable Department, aptravel@graduateschool.edu. Your reimbursement payment will be issued within 14 business days, if there are no missing documents. If you have questions or need additional information, please call 202-314-3370.