



New Instructors

- Training Process
 - Complete “NASTT New Instructor Submission Form”
 - Provide resume and other credentials to relevant sub-committee prior to being approved to train. Pass along recommendations to Training & Publications Committee for final approval.
 - What credentials do we want to have for consideration?
 - Resume
 - Minimum experience
 - 10 years in course subject matter
 - Letters of recommendation regarding subject knowledge from an NASTT member.
 - Minimum of 2
 - **In lieu of the availability of 2 NASTT members that can speak to candidate’s subject knowledge, 1 letter from an NASTT member and 2 letters from work colleagues may be accepted.**
 - Previous public presentation experience (3 examples – course topic of relevance)
 - No-Dig Papers
 - Other conferences
 - Attendance at No-Dig/No-Dig North
 - Minimum of 3
 - Previously attended NASTT trainings
 - Preferred but not required.
 - Projects they’re working on with relevance to the subject they want to teach.
 - Sub-committees reserve the ability to waive some requirements for the right candidate.
 - **If a candidate sits on that sub-committee, the application will bypass the sub-committee and go directly to the Training & Publication Committee for review.**
 - New instructors will be selected on an as needed basis.
 - Sit through course at least once as attendee after they have been accepted to become an instructor.
 - Use past recording as training if timing doesn’t allow for easy live training **as the initial attendance, but training instructors must attend an in-person course to complete their training.**
 - Kari to provide recordings to trainees as needed.
 - They must do this as a trainee, previous attendance will not be accepted.
 - Sit down with mentor instructor for full review of course materials.



- The basis of this should be the goal of understanding the flow of material and why it was set up this way.
 - The first choice is from an instructor who helped create the training materials.
 - Kari can also provide recent Q&As for further training.
 - Moderate event – likely virtual but could also be ND/NDN or regional event if they are already there.
 - Take on a section they are most comfortable with if possible.
 - Teach course with mentor.

Mentorship Program

- Identify capable and willing instructors to provide mentorship to newer instructors.
 - Should be experts in their subject as well as our top instructors.
 - Would need to develop criteria for mentor v. mentee qualifications.
 - Taught course at least 5 times
 - Publication involvement, preferred
 - Up to discretion of sub-committee
- Mentor Recommendations
 - Authors
 - Chairs of Sub-Committees

Annual Instructor Process/Surveys

- Complete annual submission form of intent to teach.
 - Provide list to committee – provide feedback/recommendations from staff perspective.
 - Annual Questions:
 - Name
 - Email
 - Company
 - Location
 - Are you an active member of NASTT?
 - Regional Chapter affiliation
 - Interested in becoming a mentor?
 - Which course(s) are you interested in teaching?
 - For each one they select, additional questions pop up asking if they've taught that course and last time taught if applicable.
 - If they select none, they will be asked if they want to be removed as an instructor for the year or entirely.
 - Current projects/work related to desired course subjects.
 - File Upload
 - Headshot
 - Bio
- Sub-Committees make final decisions on instructors for their respective courses. BOD to approve proposed list.

- What criteria would the committee use to determine approval?
 - Heavily favor attendee feedback
 - Current Course Survey Questions:
 - How satisfied are you with the overall course?
 - Will the information presented be useful in your day-to-day job?
 - Which of the following topics was most useful to learn? Select all that apply.
 - Based on course modules
 - Would you recommend this course to your co-workers and colleagues?
 - Comments/Questions
 - In Person Events also ask the following questions about instructors, rating scale:
 - Knowledge of Subject Area
 - Ability to Answer Questions
 - Ability to Provide Useful Information
 - Ability to Present Ideas Clearly
 - Proposed Additions/Changes
 - Change instructor rating from 1-5 to 1-10
 - Offers a better gauge of abilities.
 - New questions:
 - What changes would you like to see to the materials?
 - Move virtual surveys from GoToWebinar system to Smartsheet.
 - Can build a better survey; may lose some participation, but better data collected.
- Whistleblower Policy for Instructors *See at the end of this document.
- Yearly agreement
 - Code of Conduct
 - Minimum/acceptable performance/behavior standards
 - Expectations
 - Teaching course material as presented in slides in their entirety.
 - Etiquette: language, online behavior, etc.
 - No show policy
 - Non-commercial delivery of content
 - Provide a positive view of NASTT while completing instructor duties.
 - Dress Code: Business Casual
 - Add the statement that adhering to this agreement will be considered when reviewing instructors each year.
 - By signing, instructors understand that if they do not adhere to the minimum standards they will not be asked to instruct again.
 - Privacy Agreement *See at the end of this document.
 - Covers distribution of NASTT materials.

- Protects attendee information.
- Updated RFP Training
 - All instructors must complete training with the company upon completion of the new edition – this is included in all current GP Training RFPs
 - Emphasis on changes to materials.

Course Instructor Selection Process

- Virtual Courses
 - First come, first served (current policy for all courses)
- No-Dig/No-Dig North
 - Committee Decision with pre-set criteria
 - Instructors to submit names if interested.
 - Determine criteria used to determine selection.
 - Local instructors if available
 - Cannot teach 2 years in a row unless no one else is interested.
 - Instructors must be willing to arrange travel for full delivery of course.
 - Cannot show up to training late or end it early.
 - Needs to be available for 30-60 minutes after course in the event of material run over/questions.
 - One hotel night covered by NASTT in exchange for teaching.
 - If a new edition is being released, priority to teach goes to new authors. We can invite all authors to teach, but only offer 2 hotel room reimbursements as usual – they can decide who gets them.
 - If authors weren't NASTT instructors prior to this, they will need to complete a training program if they wish to begin teaching the live course. Specifics will depend on sub-committee discussion and course availability.
- Chapter/Company Selection Process
 - Can choose their instructors from our approved list.
 - Can open to all if they don't have local instructors or a preference.
 - Saves on costs when using local people and can build rapport with people from their region.

Annual Course Review

- Annual review between sub-committee and instructors.
 - One a month virtually (current goal)
 - Hold review within 4 months of presentation of material.
 - Should incentivize instructors to provide requests for updates prior to teaching.
 - Document all changes on log and Kari will update slides.
 - Eliminates changes throughout the year and allows for everyone the chance to be heard.

Whistleblower Policy

NASTT requires all officers, directors, members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of NASTT, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and members of the Society to raise concerns internally so that NASTT can address and correct any suspected inappropriate conduct or actions. It is the responsibility of all officers, board members, members and employees to responsibly report concerns of ethics or suspected violations of applicable laws or regulations that govern NASTT's operations.

No Retaliation

It is contrary to the values of NASTT for anyone to retaliate against any board member, officer, member of the Society or employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of NASTT. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or suspension of membership with the Society.

Instructor Reporting Procedure

NASTT has an open-door policy and suggests that all instructors share their questions, concerns, suggestions or complaints with the Education Manager. If an instructor is not comfortable speaking with the Education Manager or is not satisfied with their response, then the instructor is encouraged and fully within their rights to speak with any member of the NASTT Board of Directors.

The Executive Director/Education Manager is required to report complaints or concerns about suspected ethical and legal violations in writing to the NASTT Officers who in turn may designate a Board member or a panel of Board members to investigate the reported complaint.

Instructors with concerns or complaints may also submit their concerns in writing directly to the Education Manager or to the Executive Director or to the NASTT Officers or to a panel of Board members designated to address suspected inappropriate conduct or actions.

Good Faith

Any individual filing a complaint concerning a violation or suspected violation must be acting in good faith and have good grounds for believing that action is required. Any allegations which prove to be malicious or knowingly false will be viewed as a disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant and such reports will be kept confidential to the extent possible.

Privacy Agreement

Instructors are committed to upholding the privacy of all attendees and information they may encounter during their time teaching. All NASTT materials are subject to our privacy and copyright policies and may not be distributed without the express permission of NASTT Staff or the Board of Directors.

