Instructor Agreement

Last Updated: August 2026

Purpose

This standard defines the structure, expectations, and terms for engaging instructors in AFS Learning Center programs. It ensures consistency in instructor engagement, protects AFS content rights, and supports scalable program delivery.

Agreement Requirement

Each instructor participating in AFS Learning Center offerings must enter into a formal Instructor Agreement prior to course delivery.

The agreement shall be issued and managed by AFS staff and administered through an electronic form submission.

AFS Learning Center Instructor Agreement

This Agreement is entered into between the American Filtration and Separations Society (AFS) and the Instructor identified below for participation in an AFS Learning Center offering.

Course Information

Course Title: _____

Scheduled Date(s): _____

Delivery Format (In-Person / Virtual / On-Demand): _____

Course Length (Hours): _____

[ ] I acknowledge that course length determines compensation under the AFS Learning Center stipend structure.

Instructor Responsibilities

The Instructor agrees to:

- Develop and deliver content aligned with agreed course objectives.
- Ensure content is accurate and of high technical quality.
- Submit presentation materials within established timelines.
- Participate in scheduled course delivery.
- Support a professional and engaging learning environment.
- Adhere to AFS Learning Center standards and guidelines.
- Comply with AFS timelines and communication requirements related to course preparation and delivery.

AFS staff will manage all logistics, registration, marketing, and delivery coordination.

Compensation

Compensation for this course is based on the standard AFS Learning Center stipend structure below, determined by course length (stipend listed is total per course not per instructor – if a course has multiple instructors, the stipend is split evenly among the speakers):

- Less than 2 hours course length = Volunteer (no stipend)
- 2-3 hours course length = $500 stipend
- 4-5 hours course length = $1,000 stipend
- 6-8 hours course length = $2,000 stipend

The applicable stipend will be assigned based on the course length indicated above.

Minimum Enrollment Requirements: To support program sustainability, AFS reserves the right to establish minimum enrollment requirements for Learning Center offerings. The minimum enrollments are:

- 2–3 hour courses: 7 registrants
- 4–5 hour courses: 7 registrants
- 6–8 hour courses: 5 registrants

If AFS elects to proceed with a course below the minimum enrollment threshold, any modified compensation arrangement will be communicated to the Instructor prior to course delivery.

Additional Incentives: AFS may offer additional incentives or bonuses based on course performance, strategic value, or other factors. Any such incentives:

- Are discretionary.
- Are not guaranteed.
- Are determined based on AFS-defined enrollment and program criteria.
- Will be communicated separately by AFS staff if applicable.

Payment Terms: Payment will be processed within thirty (30) days following successful course delivery.

Compensation is provided as a flat stipend for services rendered and is not directly tied to course revenue, material distribution, or future reuse of course content.

Course Delivery and Modifications

AFS may make reasonable operational decisions regarding course scheduling and delivery based on enrollment, technology requirements, learner needs and program objectives.

AFS may:

- Modify the course schedule or delivery method (including in-person, virtual, hybrid, or on-demand formats).
- Reschedule or cancel the course.
- Record course delivery for education use within the AFS Learning Center.

Any modifications made by AFS shall preserve the instructional intent and technical integrity of the Instructor's content. AFS shall not materially alter technical content without the consensus of the Instructor, except as necessary to address compliance, legal, or quality concerns.

Content Ownership and Usage Rights

The Instructor retains ownership of all original intellectual property and course materials developed by the Instructor.

The Instructor grants AFS a non-exclusive, royalty-free license for a period of eighteen (18) months following the initial course delivery date to sell, distribute, and provide access to course recording (if recorded) and course materials submitted as part of the Learning Center offering.

During the license period, AFS may use the course content and materials for educational and professional development purposes within the AFS Learning Center, including on-demand offerings, certificate programs, educational bundles, member resources, and other Learning Center initiatives.

The Instructor acknowledges that AFS may charge registration fees, subscription fees, or other fees for access to such offerings and that no additional compensation, royalties, revenue sharing, or residual payments shall be owed beyond the compensation specified in this Agreement unless otherwise agreed in writing by both parties.

AFS may make reasonable modifications to course branding, formatting, sequencing, delivery methods, and packaging for Learning Center purposes, provided such modifications do not materially alter the technical substance or instructional intent of the content without the consensus of the Instructor.

Upon expiration of the eighteen (18) month license period, AFS shall not create new offerings, accept new enrollments, or make the content available to new learners without obtaining a written extension or renewal from the Instructor. AFS may retain archival copies, learner records, completion records, and related administrative documentation for operational, accreditation, legal, or historical purposes.

Nothing in this Agreement transfers ownership of the Instructor's intellectual property to AFS.

Materials and Compliance

The Instructor agrees to take full responsibility that:

- All materials are original or properly licensed.
- Content does not infringe on third-party rights.
- Materials comply with applicable copyright laws.

AFS may request revisions to ensure quality and compliance.

Performance and Future Engagement

Instructor participation in future Learning Center offerings is not guaranteed.

Future engagement may be based on:

- Participant feedback.
- Instructional quality.
- Program performance.

Substitution and Availability

If the Instructor is unable to present the course, AFS may:

- Reschedule the course.
- Assign a qualified substitute instructor (if same course material is to be used, AFS will ask for consensus of the original instructor) or alternative educational content covering the same subject matter.
- Modify delivery method as needed.

Independent Contractor Status

The Instructor is engaged as an independent contractor and is not an employee or agent of AFS.

Agreement Acceptance

This agreement is governed by AFS Learning Center policies and operational standards. By signing below, both parties agree to the terms outlined in this Agreement.

Signature: _____ **Date:** _____