

CRITERIA FOR IAAO INSTRUCTOR SELECTION, QUALIFICATIONS, EVALUATIONS AND CONDUCT

Updated: November 2016

Application Procedures

Instructor Criteria as Approved by Executive Board

The Criteria for Instructor Selection, Qualifications, Evaluations and Conduct Guidelines (See attachment 2 – Criteria for Instructors) states the qualifications for instructors of IAAO courses and workshops.

All IAAO instructors are members of the Association. An IAAO Instructor can be an In-state, Regular, Specialty, Senior or Senior Specialty Instructor.

I. Selection:

All applicants for instructor status are required to submit a detailed application to the Professional Development Department at the IAAO Headquarters. Prior to attending an IAAO ITW, each applicant must present proof of satisfying at least one of the following requirements: All applications must be accompanied by a full resume/bio.

- A. A bachelor's degree in any field and five (5) years of experience directly related to the subject matter to be taught.
- B. A master's degree in any field and five (5) year of experience directly related to the subject matter to be taught.
- C. A master's or higher degree in a field that is directly related to the subject matter to be taught; five (5) year of experience directly related to the subject matter to be taught.
- D. Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught. In order to qualify as teaching experience the courses/seminars/workshops, ODF taught must meet at least one of the following minimum requirements.*
 1. Course/seminar is approved by the AQB Course Approval Program.
 2. Course/seminar is approved by a US state or territory for state appraisal licensing/certification credit.
 3. Course is taught through an accredited college or university.
 4. Course/seminar is approved for credit through an established professional appraisal organization, state assessor or appraiser agency.

*Distance education courses are not applicable for use as teaching experience.

- E. Five (5) years of specialty teaching (cadastral mapping or assessment administration) experience directly related to the subject matter to be taught.
- F. Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.
- G. Seven (7) years of specialty experience (cadastral mapping or assessment administration) experience directly related to the subject matter to be taught.

One year of appraisal experience is defined as:

- A calendar year where the individual spent a majority (more than 50%) of their professional time appraising real property, personal property, or businesses and

- Derived a significant portion of their income from performing (real property, personal property, or business valuation) appraisal services.

One year of specialty experience is defined as:

- A calendar year where the individual spent a majority (more than 50%) of their professional time in cadastral mapping or assessment administration and
- Derived a significant portion of their income from performing (cadastral mapping or assessment administration) appraisal services.

All applicants for instructor status are required to submit a detailed application to the Professional Development Department at the IAAO Headquarters. Existing instructors must have such application on file. All applicants must be IAAO members.

Prior to attendance at and participation in an IAAO Instructor Training Workshop (ITW), each applicant's application will be reviewed by the Professional Development Department. Any applicant whose application reveals they have insufficient appraisal/assessment/specialty education and/or experience may be rejected.

Each applicant coming before the IAAO Instructor Relations sub-committee of the Professional Development Committee will have attended an IAAO ITW. At the ITW, each applicant will have successfully completed a short oral presentation demonstrating his/her knowledge of appraisal/assessment and his/her ability to effectively teach such material.

II. Qualifications:

The following will constitute the progression of IAAO instructors:

- A. Trainee - a trainee instructor will have successfully completed an IAAO ITW. All trainee assignments must be arranged by IAAO staff. Upon acceptance of the applicant by the Instructor Relations sub-committee, the trainee instructor must teach his/her first course on a course from the tract taken at the ITW with an approved IAAO senior instructor or senior specialty, as appropriate, if they want to instruct nationally. The trainee will be expected to teach approximately 10 hours of a course; however, no trainee will be allowed to teach on the afternoon of the day preceding the exam. The senior instructor will rate the trainee on his/her performance during the training assignment and furnish an evaluation report to the Instructor Relations Sub-Committee. Upon review of the evaluation by the Instructor Relations Sub-Committee the trainee may be granted regular instructor status. No trainee will be granted regular instructor status that has not met the following requirements.
 1. Successful completion of an ITW, and
 2. Passed a training assignment under a senior or senior specialty instructor, in a state/province other than the state/province of residence of the trainee, and
 3. A candidate for an IAAO designation (If the trainee does not obtain a designation within two (2) years, they will be suspended, and may only instruct as an In-State instructor until they obtain their designation.)
 4. Be an IAAO member in good standing
- B. In-State Instructors - are limited to teaching within their state/province, and will have met the following requirements:
 1. Successful completion of an ITW*

2. Successfully completed (attended at least 50 minutes of each 60 minutes of instruction and passed the final examination) or served as either author or reviewer of the IAAO Course or Workshop they wish to instruct. Equivalent education and examination challenges do not substitute for this requirement.*
3. Be an IAAO member in good standing

* In-State instructors will be required to prove requirements 1 and 2 listed above with every application to instruct a course/workshop. In-State instructors may only instruct IAAO programs that are conducted on a “certified” basis.

- C. Regular Instructor - a regular instructor will have completed the requirements for a trainee instructor and additionally met the following requirements:
1. Obtain an AAS, CAE, CMS, PPS, or RES designation within two years of becoming a regular instructor. The two years shall run from December 31st of the calendar year of the year the regular instructor status was obtained.**
 2. Any instructor not obtaining an IAAO designation within the defined time frame, will be suspended, and may only instruct as an In-State instructor.
 3. Successfully completed (attended at least 50 minutes of each 60 minutes of instruction and passed the final examination) or served as either author or reviewer of the IAAO Course or Workshop they wish to instruct. Equivalent education and examination challenges do not substitute for this requirement.

**Exception to the above guidelines is as follows: Instructors who are close to completing their designation by their candidacy completion date (but have not actually finished) may apply to the Instructor Relations Sub-committee for a short extension of time. The application for an extension must be mailed to the Director of Professional Development and must be received prior to the expiration of the two-year period.

- D. Specialty Instructor – a specialty instructor will have met the requirements for a regular instructor and additionally meet the following requirements:
1. Hold an AAS, CMS, PPS or RES designation
 2. Be an IAAO member in good standing

There will be four classes of specialty instructors:

- a) AAS Designee will be called an Assessment Administration Instructor: Eligible to teach Course 400 and 402 and any Assessment Administration workshops, such as 403 and 452.
- b) CMS Designee will be called a Mapping Instructor: Eligible to teach any Mapping courses and workshops. Courses 600 & 601 and Workshops 650 & 651.
- c) PPS Designee will be called a Personal Property Instructor: Eligible to teach all Personal Property courses and workshops. Course 500 and Workshops 551, 552 and 553.
- d) RES Designee will be called a Residential Instructor: Eligible to teach Courses 101, 102, 201 and Workshops 100, 155 and 252.

- E. Senior Specialty Instructor - a senior specialty instructor will have met the requirements for a regular instructor and additionally meet the following requirements:
1. Hold an AAS, CMS, PPS or RES designation
 2. Have completed three teaching assignments as a regular instructor
 3. Be an IAAO member in good standing

There will be four classes of senior specialty instructors:

- a) AAS Designee will be called a Senior Assessment Administration Instructor: Eligible to teach Course 400 and 402 and any Assessment Administration workshops, such as 403 and 452.
- b) CMS Designee will be called a Senior Mapping Instructor: Eligible to teach any Mapping courses and workshops. Courses 600 & 601 and Workshops 650 & 651.
- c) PPS Designee will be called a Senior Personal Property Instructor: Eligible to teach all Personal Property courses and workshops. Course 500 and Workshops 551, 552 and 553.
- d) RES Designee will be called a Senior Residential Instructor: Eligible to teach Courses 101,102, 201 and Workshops 100, 155 and 252.

If a senior specialty instructor successfully completes an ITW outside of their designation, they will be added to the In-State Instructor list for the courses/workshops completed in the ITW and for their specialty courses/workshops.

- F. Senior Instructor—a senior instructor will have met the requirements for a regular instructor and additionally meet the following requirements:
 - 1. Hold a CAE designation
 - 2. Have completed three teaching assignments as a regular instructor

III. Conduct:

- A. During teaching assignments, instructors must conduct themselves with integrity. They should maintain an appropriate professional relationship with students attending IAAO courses, both in and outside the classroom.
- B. It is the policy of IAAO to promote a positive learning environment for all students. Harassment and/or discriminatory behavior directed toward a person because of his or her race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information is expressly prohibited. Instructors are obligated to refrain from such behavior and are required to discourage such behavior from occurring in the classroom by others.
- C. While in the classroom, only IAAO approved material should be discussed.
- D. Instructors wishing to set up special sessions for review should do so only in a public classroom or public meeting room.

IV. Maintaining Instructor Status

- A. All instructors, including in-state, regular, senior, & senior specialty instructors, must maintain their IAAO membership in good standing.
- B. All national instructors, regular, senior, & senior specialty instructors, must maintain their IAAO designation.
- C. All instructors, including in-state, regular, senior, & senior specialty instructors, must instruct an IAAO course/workshop/One Day Forum* at least once in a period of three consecutive years. If an instructor does not meet this “three consecutive years” requirement, they will be removed as an active instructor until which time they attend and pass another ITW, in its entirety. *For One Day Forum (ODF) instruction, the instructor must distribute IAAO’s evaluation form and provide the completed evaluations to IAAO Headquarters, Professional Development.

- D. All instructors, including in-state, regular, senior, & senior specialty instructors, are required to attend an Instructor Meeting at the annual conference or participate in an Instructor Meeting Webinar at least once every three years. If an instructor does not meet this” requirement, they must attend an Instructor Meeting at the annual conference, or participate in a specially designed Instructor Meeting Webinar to regain his/her status of active instructor.
- E. There is no tenure for IAAO instructors. Reappointment depends on continued good teaching in the classroom and good standing with IAAO

The Director of Professional Development is allowed to approve a Senior Instructor to teach courses for which he/she has not attended an ITW. This would be allowed when there has been revisions or updates to the course/workshop, but not when the course/workshop has been a rewrite.

Revision:

When material has been corrected to account for errors, such as mathematical, grammar and formatting.

Update:

When material has been changed or modernized to reflect more current procedures or value estimates.

Rewrite:

When material has been substantially changed. A course/workshop will be considered as a rewrite when a contract has been issued by IAAO or IAAO has requested the material be rewritten. The contract can be on a fee or volunteer basis and would include any new courses/workshops. When an existing course or seminar is a “re-write” of the material, the developer or developers may present the instructor rollout.

When there is a rewrite of a course/workshop, ALL instructors (In-state, Regular, Senior and Senior Specialty) must take and pass the student exam with a grade of 70% or higher, take and pass the instructor exam with a grade of 80% or higher and meet one of the following options to become certified on the new material:

1. Attend an ITW on the course/workshop.
2. Audit the course/workshop at no charge.
3. Attend a course overview at the next IAAO Annual Conference following the rewrite.
4. Attend a Local Review: The IRSC approved regional half-day sessions, much like that those held at the annual conference. These can be offered by local chapters or state coordinators and are instructed by previously certified instructors.
5. Participate in a Webinar review of the updated course materials.
6. If changes in a rewrite are significant enough that the course materials cannot be adequately covered with the above options, the IRSC may require instructors to audit the course/workshop, at no charge, in order to become approved.

New IAAO Curriculum - When IAAO develops a course or workshop that is not already in its curriculum, the developer or developers of the course or workshop will conduct the rollout of the material. In the instances when the Education Sub-Committee has approved a new course or workshop, the Education Sub-Committee will designate the rollout presenter and notify the Instructor Relations Sub-Committee (IRSC) and the IRSC liaison of who the party is. New contracts by IAAO for new course development & workshops should address these requirements.

Instructor's qualifications for "new IAAO curriculum" as defined under the heading New IAAO Curriculum: An existing IAAO instructor can qualify to teach new IAAO curriculum by meeting any one of the below four requirements. The exam may be taken after the training or proctored according to IAAO rules and procedures. IAAO will provide the proctored exam at cost (expenses only) for each instructor attending the course overview, local review or webinar. Instructors have 12 months from the date of public notice on the IAAO website that a new course or workshop has been developed to meet one of the below requirements. If the instructor does not do so within this time frame, the instructor must attend and pass the exam for the course or workshop.

- V. Attend an ITW on the new course/workshop and pass the student final exam with a grade of 70% or higher and the instructor exam with a grade of 80% or higher.
- VI. Attend a course overview at the next IAAO Annual Conference following the course development and pass the student final exam with a grade of 70% or higher and the instructor exam with a grade of 80% or higher.
- VII. Attend a Local Review by an already qualified instructor in the material and pass the student final exam with a grade of 70% or higher and the instructor exam with a grade of 80% or higher.
- VIII. Participate in a Webinar review of the new course/workshop and pass the student final exam with a grade of 70% or higher and the instructor exam with a grade of 80% or higher.
- IX. If the new course is such that the course materials cannot be adequately covered with the above options, the IRSC may require instructors to audit the course/workshop, at no charge, in order to become approved and pass the student final exam with a grade of 70% or higher and the instructor exam with a grade of 80% or higher.

The Director and/or the Instructor Relations Sub-Committee also have the right to rescind such decisions if deemed appropriate.

V. Evaluations

The Director of Professional Development shall review all instructors annually.

- A. The IAAO Procedural Rules require that the Instructor Relations Sub-Committee train, coordinate, and monitor the quality of the instructor cadre. This "monitoring" takes place in the form of an annual overall performance rating.
- B. The Instructor Relations Sub-Committee has determined that all instructors will be evaluated based upon their student evaluations and pass rates in relation to the National Course Average. The normal acceptable range is determined by using +/- 1.5 standard deviation from the National Course Average. Any significant comments brought to the attention of the Professional Development Department staff from students, Education Coordinators and/or instructors will be included in the evaluation. By highlighting these comments we encourage the instructor to take appropriate action to remedy any problems.
- C. The Instructor Relations Sub-Committee may conduct evaluations, other than annually, in response to complaint(s) on an instructor. Before an evaluation is conducted, the Instructor Relations Sub-Committee will review the complaint(s) and determine if the complaint(s) merits any further review.
- D. If the Instructor Relations Sub-Committee does an evaluation resulting from a complaint(s), the following guidelines will be used:
 - 1. Instructor Relations Sub-Committee may conduct a conference call with the complainant(s) or conduct a follow-up by written correspondence to confirm the details of the complaint(s).

2. The Instructor Relations Sub-Committee may conduct telephone interviews from randomly selected participants in the course/workshop relating to the complaint(s).
3. The Instructor may be sent a written copy of the complaint(s) but names of the complainant(s) will be omitted. The instructor will have ten (10) days to respond back to the Instructor Relations Sub-Committee or request a conference call with the committee.
4. The committee may review all the information and can take one of the following actions with the complainant(s) and instructor being notified in writing.
 - a) No action needed.
 - b) Written reprimand to the instructor. This would be a result of an improper action, not following IAAO policies and procedures, etc. The reprimand would be placed in the instructors file.
 - c) Written reprimand and require the instructor to recertify by attending an ITW before instructing again.
 - d) Instructors with significant problems may be asked to meet or can request to meet with a review committee comprised of the Chair of the Instructor Relations Sub-Committee and at least two Senior Instructors not currently on the IRSC. Failure of the instructor to follow any actions by the Instructor Relations Sub-Committee or the review committee could result in the removal of instructor status.
 - e) The Instructor Relations Sub-Committee (IRSC) shall appoint an education counseling subcommittee composed of at least two senior instructors that are not currently on the committee and the chair of the IRSC.
- E. The IAAO Director of Professional Development will annually report to the Instructor Relations Sub-Committee on the status of all active IAAO instructors, including an evaluation of all approved active instructors.
- F. This evaluation will consider the student evaluations, school coordinator evaluations of the instructors, as well as the personal evaluation by the IAAO Professional Development Director. Also, pass rates are reviewed in relation to the National Course Average. The normal acceptable range is determined by using +/- 1.5 standard deviation from the National Course Average. Poor instructor performance may result in either temporary or permanent suspension of instructor status. The evaluation scheme is to be developed by the Director of Professional Development.
- G. Any instructors serving on the Instructor Relations Sub-Committee will be evaluated by the Chair of Professional Development or any representative from the Professional Development Committee the Chair appoints.
- H. The IAAO Instructor Relations Sub-Committee shall review existing guidelines biennially. The guidelines should include provisions for an annual review of the instructor evaluation process.
- I. This model for ongoing instructor evaluation and review is not to be construed to limit the "on the spot" immediate action of the Director of Professional Development or Instructor Relations Sub-Committee to prevent damage to the integrity or reputation of the IAAO education system.

VI. Honorariums

IAAO instructors shall be paid an honorarium at the approved rate schedule effective January 1, 2016 (see below). Sponsors (Coordinators) are free to pay any negotiated compensation with an instructor for certified courses and workshops.

Flat fee for Senior Instructors:

- \$1,500 – One-Day Forum/Workshop
- \$2,350 – Two-Day Workshop
- \$2,750 – Two ½-Days Workshop
- \$3,050 – Three-Day Workshop
- \$3,800 – Four-Day Workshop
- \$4,250 – Five-Day Course

Flat fee for Regular Instructors:

- \$1,150 – One-Day Forum/Workshop
- \$1,900 – Two-Day Workshop
- \$2,000 – Two ½-Days Workshop
- \$2,350 – Three-Day Workshop
- \$2,650 – Four-Day Workshop
- \$3,200 – Five-Day Course

Expense Reimbursement

IAAO does not reimburse expenses for instructors. All personal expenses (travel, hotel, meals, etc.) must be paid for by the instructor.

Instructor Training Workshop

The Instructor Training Workshop (ITW) is an intensive 3-day interactive workshop. The ITW is not intended to teach individuals how to instruct but rather to evaluate participants' ability to teach IAAO material in a classroom setting.

During this 3-day workshop, students learn about IAAO education delivery, adult education, effective communication, and IAAO curriculum. Each student is expected to understand the general subject matter and specific course material, spend at least 10 hours in advance preparation, prepare short practice presentations, and prepare one final ten-minute presentation. Students demonstrate (and are evaluated on) their teaching style, classroom presence, familiarity and comprehension of the course material, organization of subject matter, and clarity and accuracy of their classroom presentation.

If the student does not pass the ITW, he/she will receive specific feedback from the ITW Instructor panel and is welcome to attend a future ITW, at their own expense. The ITW Instructor panel's decision is final.

Each ITW may consist of all or part of the various sessions below and shows the courses/workshops that the participants could teach when successfully completing that session.

<u>Session</u>	<u>Courses/Workshops</u>
Course 101	101,102, 201,100,155
Course 300	300,311,312
Course 400/402	400, 402,403
Course 500	500, 551, 552, 553
Course 600/601	600,601,650,651

Trainee Assignments

After successfully completing the ITW, instructors will be classified as IAAO Trainee Instructors (if their desire is to instruct nationally). The Trainee Instructor must teach his/her first course on a course from the tract taken at the ITW with an approved IAAO Senior or Senior Specialty Instructor, as appropriate. All trainee assignments must be arranged by IAAO staff. Trainees will be expected to teach at least 10 hours of a 30-hour course. No trainee will be allowed to teach on the afternoon of the day preceding the exam.

The Trainee will receive an Instructor Trainee Comment Form (see attachment 3 – Instructor Trainee Comment Form) from IAAO. This form will be used for comments about their teaching experience. The Senior Instructor will function as an instructor of the Trainee and as an evaluator. The Senior Instructor will complete a Trainee Evaluation Form (see attachment 4 – Trainee Evaluation Form). Specific information about the Trainee and about the procedures for overseeing and evaluating the Trainee will be given to the Senior Instructor prior to the course. Trainees do not receive an honorarium however; travel, hotel and food will be reimbursed by IAAO if the trainee assignment is completed within 3 years of their initial ITW completion. The maximum expense reimbursement is \$1,000 and subject to IAAO Expense Reimbursement policy.

