



Instructor Agreement

Frequently Asked Questions

Why is BOMI International implementing this new agreement?

BOMI International's goal is to continue to focus on enhancing the quality of our educational products and classroom experience for all of our designation programs. To achieve this end, the organization has developed an Instructor Agreement to be used by course providers and instructors of BOMI International courses. The instructor agreement focuses on two key areas: intellectual property protection and a consistent approach to instruction across all providers.

Who helped develop the agreement?

The Instructor Development Task Force developed the original Instructor Agreement initiative in 2010. The Task Force was made up of BOMI International Board of Trustees and staff members, and worked with representatives of BOMA Local organizations throughout the country to gain their input, review the program, and make any necessary changes to the documents. The program was piloted to eight BOMA Locals who used the documents with their instructors and provided us with feedback on their experiences in order for us to evaluate how it was implemented. In all, twelve BOMA Locals of varying sizes and strengths of educational programs participated in the task force or pilot program representing all geographical areas of the country. The updates have been vetted through legal review and BOMI International instructors.

How does this updated agreement impact me as a BOMA Local?

The BOMA Locals will be required to administer and enforce the Instructor Agreement, and, with BOMI International's assistance will provide support to their instructors through training and professional development to ensure a quality experience for our students.

How does this Instructor Agreement impact our Instructors?

The updated Instructor Agreement establishes accountability for instructors to the Locals, and will ensure that students are given a consistent learning experience no matter where each course is offered. The agreement has increased protections for them, as well as BOMI International. (outlined in the TPIA contract update sheet) The Instructors also agree to adhere to BOMI International's Code of Professional Ethics and Conduct, and to the protection of intellectual property rights.

What is the purpose of the License, Ownership, and Indemnification paragraphs in the Instructor Agreement?

One of the main goals of the Instructor Agreement is to protect BOMI International's intellectual property and copyrights. These clauses in the document protect BOMI International from harm by asking instructors to use the materials created and supplied by BOMI International only for their original intent and should not be used, copied, or replicated for any reason whatsoever. The Instructor Agreement asks our instructors to be responsible for their actions and that should a violation occur, legal action could result.



Our instructors like to bring their own samples (PowerPoint slides, handouts, etc.) Can they still do this?

BOMI International encourages instructors to bring their own supplemental materials to class to share with your students. As stated in section 3 (“Ownership and Acknowledgment”) of the Instructor Agreement, any original materials they bring to class are owned by the instructor. However, if they create something based directly from BOMI International content, modify BOMI International content, or create a derivative work (as defined in section 3 of the agreement) from BOMI International’s materials, BOMI International maintains ownership of the intellectual property and the copyright, and you must provide a citation for referenced BOMI International content.

What do you mean by Minimum Performance Standards?

All instructors teaching BOMI International educational programs are expected to achieve a minimum level of performance as outlined in the Instructor Agreement (3.75 average overall rating and an 80% pass/fail ratio). These numbers were established after a thorough review of current and historical instructor evaluations and exam results, and were set at an achievable level based on past instructor performance. BOMI International will complete a quarterly review of all programs to ensure levels are maintained to protect the quality of educational offerings and brand integrity and to offer assistance to instructors or Locals where minimum performance becomes an issue. Instructor performance data will be available on all evaluation reports provided to the course sponsor. To find out your cumulative evaluation scores and pass/fail ratio, please contact the Instructor Support Specialist at BOMI International.

What if there are only two students and one does not pass the exam? What are the consequences of not meeting the performance standards?

Certainly, there will be instances where the minimum performance standards may be impacted by events outside of instructor control. If instructors do not meet the performance standards, the BOMA Local should have a dialogue with them to find out what the dynamics of the class were, and what factors could have contributed to a lower evaluation rating or exam score. Having first time students in class, a language barrier, a student who didn’t open their book or was on their cell phone during class, etc. are all examples of influences on the success of the class. If problems continue to exist with an instructor’s students’ success, or if they continue not to meet the performance requirements, the BOMA Local may implement a remediation period, which could include participating in a mentoring program, observing a seasoned instructor in class, or attending a BOMI International Instructor Development Workshop.

What is the BOMI International Operations Manual and where can I read it?

The BOMI International Operations Manual functions in cooperation with the BOMA Local Agreement and its addendum and was created for the BOMA Local organizations to use as a guide to develop and conduct their educational programs using BOMI International products and services. An important piece of the manual is the *Instructor Program Management* section, which provides standards for the BOMA Locals to use as they approach instructor recruitment, hiring, training, evaluation, and professional development, which are the key components to a successful program

To view the BOMI International Operations Manual, please visit www.bomi.org, click on the “Instructors” tab, login with your username and password, and click on “Instructor Policies and Procedures.” If you do not have a login, please contact a Customer Development Representative at 1-800-235-2664, or email service@bomi.org.