

Section on Women's Health Regional Course Review Process

Current SOWH Speaker Request Form

Purpose: To systematically plan SOWH regional courses. All current SOWH regional course speakers who wish to teach for the SOWH need to apply annually in order to objectively assess the effectiveness of the speaker/course and to assess the needs of the SOWH membership.

Please forward electronically to Section on Women's Health, Director of Education at education@womenshealthapta.org by Jan 1.

Schedule:

Date	Action
January 1	Applications due
January 15	Applications sent to regional course committee
Feb (prior to CSM)	e-mail or conference call committee to discuss new courses and SOWH course needs
Feb (CSM)	Roster for course offerings reviewed by BOD
March 30	Applicants notified

Deadlines reflect teaching opportunities for courses to be held one year later (Example: Applications received on or before January 1, 2010 will be considered for the 2011 calendar year).

Speaker (attach updated CV):

Course Title:

Requested Number of Courses to be taught:

Requested Speaker Level:

EXPERIENCE EXPERTISE	DEFINITION
JUNIOR SPEAKERS	<ul style="list-style-type: none"> ○ 5 hours-3 years experience teaching this topic for the Section or any other entity ○ Must have at least 5 hours of teaching experience with a Letter of Recommendation and/or course evaluations ○ Must have recognized area of expertise with post-professional education and/or clinical specialization ○ Evaluation scores of prior seminars (if any) should be made available
INTERMEDIATE SPEAKERS	<ul style="list-style-type: none"> ○ 3+-8 years experience teaching this topic for the Section or any other entity ○ Must have taught at least 5 prior Seminars in this venue for the Section or other entity. Example: if we are considering this individual to teach a 2-day seminar, she/he must have taught the same seminar/topics for the SoWH. If the speaker is applying to the Section based on experience with another entity only, their qualifications will be determined at the discretion of the Director of Education and the BoD ○ Evaluation scores of prior seminars must be available for consideration. This data may be requested from the speaker or be available from the Section. This number must be over 3.5/5
SENIOR SPEAKERS	<ul style="list-style-type: none"> ○ 5+-8 years experience teaching this topic for the Section or any other entity ○ Must have taught at least 10 prior Seminars in this venue for the Section or other entity. Example: if we are considering this individual to teach a 2-day seminar, she/he must have taught the same seminar before for us or another entity. ○ Evaluation scores of prior seminars must be available for consideration. This data may be requested from the speaker or be available from the Section. This number must be over 3.8/5
ADVANCED SPEAKERS	<ul style="list-style-type: none"> ○ 8+ years experience teaching this topic for the Section or any other entity ○ Must have taught at least 25 prior Seminars in this venue for the Section of other entity. Example: if we are considering this individual to teach a 2-day seminar, she/he must have taught the same seminar before for us or another entity. ○ Evaluation scores of prior seminars must be available for consideration. This data may be requested from the speaker or be available from the Section. This number must be over 4/5
DUO'S Team Teaching with 2 or more speakers for the same seminar <i>A co-instructor may</i>	<ul style="list-style-type: none"> ○ The speakers will arrange to have their lectures spaced such that it is not necessary for both to stay the entire time. For example, Speaker A will start Thursday and Speaker B may not arrive till late on Thursday and/or Speaker A may then leave early, leaving Speaker B to complete the last half-day on her own ○ Should this option not be possible (see below) then the speakers will need to submit as estimate of time when they are both up and lecturing

need to be paid at a lower rate than the primary instructor but more than a lab assistant.

or conducting lab so that the hours for which they are being paid are “on the clock”. The teachers should not be paid for the hours in which they are not teaching at all.

- Each speaker should act as a lab assistant for the other in order to reduce costs and increase participant to instructor ratio
- Other arrangements will be paid as appropriate