Interested in Becoming an Instructor for the EFA?

The EFA seeks experts to become instructors for online courses and webinars. The following information is provided to aid potential instructors in submitting a course proposal to the EFA via email.

FAQs About Becoming an Instructor for the Editorial Freelancers Association (EFA)

Who is the target audience for the EFA?

EFA members are writers, editors, copyeditors, proofreaders, translators, researchers, indexers and other freelance professionals working in publishing and communications.

What types of courses does the EFA offer?

The EFA hosts 60-to-90-minute webinars, two-to-eight-week online courses, and self-paced courses designed especially for editorial freelancers.

Course topics of interest include:

- Editing fiction and nonfiction
- Copyediting, line editing, proofreading, developmental editing, and indexing
- Classes for editors at various levels—beginning, intermediate, and advanced
- Business skills such as time management and scheduling
- Starting a freelance business
- Obtaining and working with clients

What is the duration of courses?

The duration depends on the topic and course content. Webinars are usually 60 to 90 minutes. Online courses generally run four to six weeks.

What support is offered to instructors by the EFA?

A practice session is provided for instructors who will use the GoToWebinar platform for webinars, if requested. Each webinar is staffed by a moderator/technical assistant.

Training in using our online course platform, Sakai, can be provided but instructors are expected to have experience with learning management systems.

Course fees are determined by the EFA.
Courses are advertised on the EFA website in the current catalog. Mailchimp and Constant Contact emails are sent frequently to EFA’s more than 2,600 members and over 5,000 guests to market the courses.

Instructors are asked to provide a headshot and quote for the creation of “Meet the Instructor” graphics, used in promotional emails and on our website and social media to advertise the course. Instructors are also welcome to market their courses and may use the “Meet the Instructor” graphic for this purpose.

Student registration is handled by the EFA via our website. EFA staff is available to assist students with registration questions and onboarding to the Sakai course website and GoToWebinar session.

**Who is eligible to become an instructor for the EFA?**

EFA members and nonmembers are welcome to submit proposals. Instructors are required to have experience in training/teaching adults and should be experts in the proposed course material. Experience in teaching online or presenting via webinar is preferred. References from prior students are encouraged.

Course audits may be required before acceptance.

**Are instructors compensated?**

Yes. Compensation is based on a number of factors—experience, course size and duration, and others. For more information, contact education@the-efa.org.

**What is required of me as an instructor from a technical standpoint?**

Webinars are conducted on the GoToWebinar platform. Instructors must provide their own computer, which should meet GTW system requirements and be connected to the internet via high-speed connection. It is also recommended that instructors have wired headsets with microphones connected to their computers.

Online course instructors will need internet access and their own computer. Instructors should be familiar with learning management systems in general, if not Sakai in particular, and are responsible for uploading course materials and interacting with students on the platform.

**If selected as an instructor, what information and materials will I be required to submit?**

A course description and a short bio are required for our course catalog. Additionally, we request a headshot and quote for the creation of marketing materials.
Webinar instructors are compensated for course development and therefore the EFA shares ownership of the course materials; recordings of webinars are offered for sale on the EFA site, with webinar instructors earning some of the proceeds.

Online course instructors are responsible for developing the course materials (handouts, exercises, tutorials, etc.), and they own the materials. Therefore, online course instructors are not paid for the development of course materials, only for the teaching. Additionally, instructors are required to read and agree to the EFA’s antiharassment policy and the teacher’s guide, which can be requested from education@the-efa.org.

**How do I submit a proposal?**

Submission forms are available on our website. Please complete proposals and email them to educationproposals@the-efa.org.

**Deadlines for proposals are:**
- Spring courses (Jan-April) - Nov 1
- Summer courses (May-August) - March 1
- Fall courses (September-December) - July 1

**Whom can I contact with questions?**

Email education@the-efa.org.