



POLICY MEMO

Mid-Atlantic

ROTARY LEADERSHIP INSTITUTE

Memo for all Mid-Atlantic RLI Faculty

This document describes the policy for becoming an RLI facilitator (Faculty Member) and for maintaining that designation by recency of experience.

FACULTY MEMBER (FACILITATOR)

In order to become an RLI Faculty member, Rotarians must:

1. Be a Rotarian in good standing.
2. Have completed all three Parts (1, 2, and 3) of the course material and successfully completed NEW FACULTY TRAINING.
3. Facilitate, Co-Facilitate, or Observe at an RLI Event (onsite or virtual) within six months of New Faculty Certification (does not apply to recertification).

In order to remain an ACTIVE FACULTY, an RLI Faculty Member must:

4. Facilitate in **at least two RLI events** during the previous Rotary year (July-June)
 - a. Except those who completed NEW FACULTY TRAINING are considered ACTIVE during the year in which they completed NEW FACULTY TRAINING.
5. Attend at least one Faculty Update in an 18-month period.

For those who have not met the requirements stated above, they are considered INACTIVE until:

6. They attend a recertification session conducted by Faculty Trainer or designees.
7. Be granted an exception by the Faculty Trainer in Coordination with the Mid-Atlantic RLI Chair or Vice Chair.

All Faculty:

8. Are responsible for personal transportation and lodging expenses; stipend provided if criteria met (see Reimbursement Policy).
9. Encouraged to attend Mid-Atlantic RLI Annual Meeting in January to receive updates in curriculum and training techniques.

ON-LINE FACILITATOR

1. Be an ACTIVE FACULTY in-accordance with the requirements above.
2. Have completed training for RLI online delivery.
3. So long as the online facilitator maintains currency/recency of experience by the means described above, the facilitator is considered current as an online facilitator.



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EXAMPLES/EXPLANATIONS

NEW FACULTY

New Faculty are required to observe an RLI event within the first six months of being trained. District and Regional Chairs should give priority to scheduling New Faculty during this time. New Faculty failing to observe, co-facilitate, or facilitate at an event within the first six months must attend New Faculty Training, Recertification Training, or be granted an exception by the Chair of the Faculty/Curriculum Committee in coordination with the Mid-Atlantic RLI Chair/Vice Chair.

NEW FACULTY

Notwithstanding the observation requirement above, a person completes New Faculty Training on July 5th, 2024, and accomplishes an observation within the first six months, is considered ACTIVE through at least Jan 5th, 2026 (18 months from original NFT). Assuming they facilitate a second time before June 30th, 2026, they are then ACTIVE through the next Rotary Year, July 2026 – June 2027.

CURRENT/ACTIVE FACULTY

A current Active Faculty facilitates on July 15th and July 22nd 2024, they are considered Active through January 22nd 2026 (18 months). If they facilitated at an event after July 1, 2025, they would be Active through the 30 June 2026 (18-months). If they facilitate at a second event during the 2025-26 Rotary Year, they will remain active through the 2026-27 Rotary Year, June 30th, 2027, subject to the 18-month limit.

EVENTS

An event is considered to be a scheduled offering of an RLI Training Event. If a facilitator facilitates training during two sessions during the same event, even if one is for a Part I and the other is a Part III, that is considered one event. Virtual events, split over two days, are considered the same event. However, training scheduled as Part I one month, and Part II the next month, are considered two separate events. While one could argue that there's more benefit in facilitating three classes over the course of a day than two separate virtual events on different dates on Zoom, this is a matter of tracking, and it's not possible to track the number of courses facilitated in a single event.

INACTIVE/RECERTIFICATION

An Inactive Faculty attends Recertification on March 5th, 2024. That Faculty Member remains Active through the end of the following Rotary Year, June 30, 2025. That Faculty



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Member only facilitates one RLI Event during the 2024-25 Rotary Year. That Faculty Member is considered Inactive as of 1 July 2025 (for not having facilitated at two events during the 2024-25 Rotary Year), or 18 months after the date at which the facilitator facilitated, whichever comes first.

FACULTY UPDATE

Faculty Update is not the same as New Faculty Training or Faculty Recertification Training. An update provides updated information about the program. New Faculty Training/Recertification involves a full-day of robust facilitation skills training.

NOTE

Faculty Certification/Refresher Counts the Same as New Faculty Training, and makes the Faculty Member ACTIVE for that Rotary Year, through the 18-month Point.

If you have any questions, please contact me.

//signed//

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