

FACULTY GUEST LECTURER GUIDELINES

It is not uncommon for community members with unique experience or expertise to occasionally make a special presentation to a class. Usually, these incidents are done voluntarily. However, the following guidelines must be followed prior to inviting a guest lecturer to speak to a class and/or group:

- Discuss guest lecturer arrangements with Division Dean.
- College employees are not eligible for compensation as guest lecturers.
- All guest lecture agreements must be agreed to and signed off by the Division Dean prior to the date of the presentation.
- When compensation for guest lecturer is necessary, the fee will be an honorarium of \$50.00 per session.
- If special accommodations must be made in conjunction with the presentation, the fee may be raised, but must have approval of the Division Dean. (Special arrangements include: travel, extraordinary presentation setup or standardized fees established by speakers bureaus, etc.)