

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	LECTURERS AND GUEST SPEAKERS	09-0909	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.6 Lecturers and Speakers	September 27, 2023		

Purpose

The purpose of this procedure is to describe the process concerning the use of lecturers and guest speakers for instruction in classes and other College events.

Procedure

- A. Faculty members and administrative staff are encouraged to arrange for individuals to appear at the College as lecturers and guest speakers. The topic for presentation shall be in accordance with the objectives of the course, (if applicable), and the overall goals of the College.
- B. The following requirements shall be observed when scheduling guest speakers and lecturers for College speaker/lecturer engagements that are not charging a fee:
 1. The faculty or staff member shall notify their supervisor, or designee, of the intention to use a guest speaker or lecturer. The faculty or staff member shall provide the speaker's name, the topic(s) to be discussed, and the course, (if applicable), date and time for the guest speaker's presentation to their supervisor, or designee, three (3) weeks prior to the scheduled event. The intention to have a guest speaker or lecturer may be made within three (3) weeks, but will only be accommodated if the event approval and support are minimally demanding of staff. For high priority events, the College President and the College President's direct reports may approve guest/lecture events at any time.
 2. If the faculty or staff member desires, the supervisor in consultation with the faculty or staff member may promote the visitation.
 3. The speaker's background and expertise should be pertinent to the objectives and content of the course, (if applicable), as determined by the faculty or staff member.
 4. The faculty or staff member shall discuss in advance with the guest speaker the topic(s) to be presented.
- C. Guest speakers and lecturers generally are not paid a fee or honorarium by the College. Under certain circumstances it may be necessary and desirable that the College pay a lecturer or guest speaker for College events. The options outlined below provide for multiple speaker/lecturer scenarios. Staff will request approval for such payment in writing at least six (6) weeks in advance of the guest speaker's appearance. If approved by the supervisor, one of the following three (3) options (individual speaker, company speaker, grant funded speaker) must be followed and completed:



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
LECTURERS AND GUEST SPEAKERS	09-0909	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-9.6 Lecturers and Speakers		September 27, 2023

1. If the speaker/lecturer is being paid as an individual, an Other Personal Service (OPS) Agreement will need to be completed and be issued to the guest speaker. To review the requirements and the process for obtaining and completing an OPS Agreement refer to [APM 03-0504](#).
2. If the speaker/lecturer will be paid via a speaker bureau, publishing house or other company, there are two (2) SEPARATE College and Grant funded agreements listed below:
 - a. College Funded: for instructions and the College funded agreement click [here](#).
 - b. Grant Funded: for instructions and the Grant funded agreement click [here](#).

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: September 16, 1980

Revision Date: July 14, 1986, May 5, 2015, July 7, 2015, September 27, 2023