

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		July 7, 2015

Purpose

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

Procedure

- A. Faculty members 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 and the overall goals of the College.
- B. The following requirements shall be observed when scheduling guest speakers:
 1. The faculty member shall notify his/her academic supervisor, or designee, of the intention to use a guest speaker or lecturer. The faculty member shall provide the speaker's name, the topic(s) to be discussed, and the course, date and time for the guest speaker's presentation to his/her academic supervisor, or designee, one (1) week prior to the scheduled event.
 2. If the faculty desires, the academic supervisor in consultation with the faculty member may promote the visitation.
 3. The speaker's background and expertise should be pertinent to the objectives and content of the course, as determined by the faculty member.
 4. The faculty 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 faculty events. The faculty member shall request approval for such payment in writing at least three (3) weeks in advance of the guest speaker's appearance. If approved by the academic supervisor an Other Personal Service Agreement will be issued to the guest speaker as a consultant to the College.

REFERENCES: F.S. 1001.64, SBE Rule 6A-14.0261

Adopted Date: September 16, 1980

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