

6.4.1 Use of Lecturers and Speakers

Policy Tracking	Date
Approved	
Revised	August 31, 2015
Reviewed	

- I. The use of outside speakers as a supplement to regular classroom activities is encouraged, but they should not be used as a substitute for the regular teacher or to supplant planned instructional activities.
- II. The use of outside speakers should be planned by the regular instructor. Deans should be informed of outside speakers.
- III. Considerations for scheduling an outside speaker should include: day and time of class, length of class period, location of class, and subject matter to be covered. Any equipment that is needed should be arranged in advance and be available when the speaker arrives on campus.
- IV. Funds are normally not available for payment of stipends or honorariums.