

Subject: Guest Speakers and Lecturers  
Policy Number: G70  
Date: April 25, 2003  
Revised: December 15, 2008

**POLICY:**

Faculty are encouraged to invite guest speakers into their classes. Faculty have the responsibility for any costs involved (i.e., honorarium, meals, etc.) unless prior approval is given by the Director for the expenditure.

**PROCEDURE:**

Faculty may utilize guest speakers in their classes at any time. The faculty will make the arrangements for the speaker. At the faculty member's discretion, notices may be posted to invite those interested in the speaker's topic to attend. Unless prior approval is obtained from the Director, any costs involved in having a guest speaker will be paid by the faculty.