

Subject: Guest Speakers and Lecturers

Policy Number: A2.25

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Reviewed: 4/15/16

POLICY

Guest speakers may be invited to classes at the discretion of the faculty. Faculty has 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.