**Visitors & Guest Speakers in Classroom Policy**

Visitors are not permitted to sit in on classes unless they are prospective students. The University recognizes the fact that some courses are greatly enhanced by bringing qualified persons to lecture on specific aspects of a subject, thus strengthening the instruction in areas which require certain expertise.

Faculty who wish to include a guest speaker in a course should receive approval from the Vice-President for Academic Affairs prior to the semester in which the course is to be taught. If a faculty member is unable to make the determination of an outside guest before the semester, approval should be obtained at the earliest possible time prior to the class meeting. No guest speaker should be confirmed until the approval is obtained. At NO time should a guest be invited to speak without prior approval.

Since budgetary limitations for honoraria are limited, guests who will speak voluntarily should be considered. Approval of speakers requiring compensation will be considered on an available basis and provided from the individual department budget.

When approval has been given for a paid speaker, the teacher should present a requisition to the Provost & Vice-President for Academic Affairs office one (1) week in advance of the guest speaker’s scheduled date. The faculty Department Chairperson will pick up the check from the Business Office and is responsible for presenting the check to the speaker.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.04.16  
Policy Revised:*