

TITLE: CLASSROOM GUEST SPEAKERS

POLICY NO: 2-14

EFFECTIVE DATE: 05/05/91

VCCS POLICY NO: N/A

REVISED DATE: 01/24/17

- I. Purpose:

To describe the policy for obtaining classroom speakers from outside the college for face-to-face, hybrid, and online classes.
- II. Definitions: N/A
- III. Policy:

Any full-time or adjunct faculty member who desires to have a guest speaker for a class will secure the approval of the dean or designee of the school for that particular class at least twenty-four (24) hours prior to the class.

If a proposed speaker would involve a cost to the college, prior approval must be obtained from the vice president of academic affairs or designee via the dean of the school for that particular class.
- IV. Procedures:

Procedures for paying an outside speaker are found in [Reynolds Policy No. 3-26](#), Appointment and Compensation of Adjunct Faculty and Non-Teaching Personnel.
- V. Other Information:

[Reynolds Policy No. 3-26](#), Appointment and Compensation of Adjunct Faculty and Non-Teaching Personnel.