

GUEST LECTURERS POLICY AND PAYMENT FORM

POLICY

Course Instructors may invite guest lecturers to attend their regularly scheduled classes to provide instruction to students in the guest lecturer's area of expertise. The guest lecturer's area of expertise may compliment or exceed the specific expertise of the course instructor that will in turn enhance the students' educational experience. These lecturers may be members of the Queen's community not receiving a full-time Queen's salary (excluding sessional adjunct faculty members), members of the Kingston community, or that of the larger academic or professional community.

PROCESS

All courses are entitled to a maximum of three (3) guest lecturers in a single term of study which may be funded through the 'Guest Lecturer Fund'. The course instructor must be in attendance during the guest lecture. The maximum to be paid from the Guest Lecturer Fund to a guest lecturer for a single one hour or less session/lecture is \$75.00. A maximum of \$1000 will be allocated for each term of study for a total of \$2000 per academic session. We will process special requests only by approval of the Director and/or Departmental Manager. The course instructor will complete this document and submit it to the Financial and Departmental Assistant at birchalj@queensu.ca or in KHS 206A. You may process your requests in advance to the lecture date as the Funds will be administered on a "first confirmed-first processed" basis.

Course #: _____ Course Instructor: _____

Lecture Date: _____ Instructor Initials for Approval: _____

Guest Lecturer's Name: _____

Guest Lecturer's Mailing Address: _____

Email Contact: _____ (Mandatory)

Please indicate if funds are to be paid by a Travel Expense or Honoraria:
