Securing Visiting Instructors or Guest Lecturers	SOP #: FAF.001.06
Effective Date	6.4.19
Last Revision/Review	5.10.2024

1. Purpose

This procedure is needed to clarify the roles and responsibilities of faculty, staff, and administrators in securing visiting instructors or guest lecturers.

2. Related Policy/Authority

Burrell College Bylaws-https://burrell.edu/about-bcom/governance/

https://burrell.edu/wp-content/uploads/2023/02/HR.001.02_RecruitmentandHiringProcess.pdf

3. Faculty/Staff Responsibilities:

Department Chair: Identify the need for an instructor to deliver one or more sessions in the curriculum due to a faculty vacancy, lack of specific content expertise among existing faculty, or other reason. Identify instructors and communicate expectations for the assigned work, provide resources, and serve as liaison with the Course Director.

Course Director: Alert appropriate Chairs of any sessions in their courses that do not have instructors assigned, provide Chair with expectations for instruction.

Academic Affairs: Assist the Chair in identifying and communicating with guest lecturers. Oversee budgetary aspects of hire.

Faculty Affairs: Receive and process paperwork to facilitate hire of identified visiting instructors or guest lecturers; process adjunct appointments for visiting faculty

Controller: Process paperwork for hire of contract instructors

Human Resources: Receive notification of all visiting instructors or guest lecturers and identify them as contracted or employed; process hire of employed faculty and direct contract instructors to Finance department.

4. Definitions/Abbreviations

Visiting Instructor: Individual hired to teach a block of sessions or several sessions over an extended time period; generally will be offered an adjunct appointment and IT resource credentials (BCOM email, library, LEO, etc.); may be employed by BCOM or contracted.

Guest Lecturer: Individual hired to teach one or a few isolated sessions; does not receive IT credentials; not a BCOM employee--provides instruction on contract.

5. Procedural Steps

1. The Department Chair is aware of a faculty vacancy in their department or a need for instruction for which content expertise is not covered by existing BCOM faculty.

2. The Department Chair works with appropriate Course Directors to identify teaching sessions that need coverage. Course directors may also identify sessions needing coverage and consult the appropriate Chair.

3. The Department Chair consults with Preclinical Education (for instruction in non-clinical courses) or the Chair of Pre-Clinical Medicine (for instruction in clinical courses) for approval and budgetary allocation of instructor assignment and to determine the sessions and time frame for which the instructor is needed.

4. The Department Chair has the primary responsibility for identifying instructors to fill the sessions that cannot be covered by existing faculty. If the content to be covered does not fit within a department or the Chair has difficulty identifying guest lecturers 3 months prior to the scheduled session, the Office of Preclinical Education will assist in identifying an instructor or seek an alternative solution.

5. The Department Chair contacts potential instructors, assuring that they have appropriate credentials (relevant terminal degree and/or significant related experience), and works with the Course Director to schedule instruction. The Course Director should provide learning objectives and detailed requirements for the session(s) (e.g. deliver a *#* minute lecture on *specific topic* utilizing *specific resources* and provide *#* vignette-style exam questions.)

6. The Department Chair provides the proposed schedule and expectations of the work in writing to the instructor and answers their questions.

7. The Department Chair completes the *Visiting and Guest Lecturer Requisition,* including specific duties to be included in the contract, and provides it to the Assistant Dean of Faculty Affairs and budgetary representative for review and signature.

8. If the proposed assignment involves an extended teaching role in the curriculum, the Assistant Dean of Faculty Affairs will identify the instructor as visiting faculty and may recommend an adjunct faculty appoint.

9. Once signed, the Chair submits the signed *Visiting and Guest Lecturer Requisition* with the instructor's CV to Faculty Affairs and Human Resources. Human Resources will then determine whether the instructor will be hired as employed or contracted faculty.

10. Human Resources will verify the instructor's credentials and initiate paperwork for hire of employed faculty. Faculty affairs will initiate paperwork for hire of contract faculty.

11. Paperwork for hire is collected and processed.

For guest lecturers or contract visiting instructors hired on contract:

- Faculty Affairs requests W9 from the instructor.
- After hiring requisition and CV are approved, the Faculty Affairs draws up and sends the contract to the instructor to be signed and returned prior to instruction.
- Faculty Affairs initiates the process of assignment of credentials for IT resource access. Guest lecturers do not receive IT credentials.
- Faculty Affairs notifies the Department Chair that the instructor is ready to begin teaching assignments and/or be appointed.

For employed visiting instructors:

- Human Resources requests required forms or documents from the instructor.
- The instructor should return requested documents to Human Resources by mail or by secured email.

- After documents are received and approved, Human Resources draws up and sends the contract to the instructor to be signed and returned prior to instruction.
- After the signed contract is received, HR will initiate assignment of credentials for IT resource access.
- HR notifies Faculty Affairs and the Department Chair that the instructor is ready to being teaching assignments and/or be appointed.

12. For visiting faculty seeking adjunct appointment, Faculty Affairs will obtain an official transcript for the highest degree and CV from the newly hired instructor to process an adjunct or affiliate appointment. For faculty holding a medical degree (DO or MD), official certifications that require prior degree verification (e.g. board certification) may be used as a proxy for transcripts. Affiliate appointments must receive rank recommendation from the Promotions and Appointments Committee.

13. Faculty Affairs completes CAPRI add form indicating appropriate campus and IT privileges according to faculty responsibilities. Completed CAPRI form is sent to HR to be entered into the system. If the visiting faculty requires access to share drives, it is the responsibility of the Chair to send a request to IT to grant access via helpdesk ticket.

14. Instructor provides instruction and performs other duties as indicated in the contract.

15. Visiting faculty with adjunct or affiliate appointments will be evaluated during the annual faculty evaluation cycle. Evaluations will be used for rehiring decisions.

16. For visiting faculty, Chairs must initiate new contracts for July 1 of each year.

For guest lecturers:
- After the teaching assignment is complete, the Chair notifies Faculty Affairs whether the assigned duties of the guest lecturer are complete and if complete, the invoice is requested.
- Faculty Affairs notifies the Controller to process payment to the guest lecturer.

For visiting instructors:
- At the end of the academic year or teaching assignment, the Chair provides a brief summary or evaluation of the instructor's performance to Faculty Affairs.
- For adjunct faculty, the results of the evaluation will be used in consideration for reappointment.

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

- Visiting and Guest Lecturer Requisition
- Instructor CV
- Instructor transcript (if seeking appointment)
- W-9/tax forms
- Adjunct faculty evaluation
- Invoice (for guest lecturers)
- Visiting instructor evaluation from Chair

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

Will be maintained by the Assistant Dean of Faculty Affairs and reviewed and/or updated on an annual basis (July 1).

8. Signature

Approved by	5.10.2024
Department Head of Faculty Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
7.30.19	All	The Securing Guest Lecturers SOP was thoroughly revised to include procedures for hiring any guest lecturer or visiting faculty who is involved at BCOM less than .5 FTE	Replacement	7.30.19
11.12.19	5.13	For appointment of faculty with a medical degree, records of board certification or residency eligibility requiring degree verification may be used as a proxy for transcripts.	Update	11/12/19
	5.14	Added procedure for CAPRI add form and badge/IT privileges		
5.5.20	5.4	Changed Asst Dean of Preclinical Curriculum to Office of Preclinical Ed and changed "be responsible for" to "assist in" the Chair in identifying the instructor.	Update	5/11/20
	5.8	Hiring requisition filled out/signatures obtained by Chair		
	5.9	Hiring Requisitions are sent to BOTH HR & Controller Describes evaluation		
	5.15	Describes evaluation of appointed adjunct/affiliate faculty		
	5.16	Includes requirement to initiate new contract each year.		
	Cross References	Updated link and internal references to Visiting and Guest Lecturer Requisition form & added adjunct faculty evaluation		
6.18.20	5.13	Added instructions for share drive access	Update	6.25.2020
6.18.20	5.12	Added that affiliate appointments require recommendation of rank from Promotions Committee		
6.25.20	5.3	Included Chair of Clinical Medicine as budgetary authority for clinical courses		
6.25.20	5.11, 5.16	Faculty Affairs takes on role of contract and invoice for contract hires		
5.17.2023	2 7	Weblink update Removed named persons	Update update	5/17/2023