

## **Off-Campus Guest Speaker/Tour Guide Guidelines (for Instructors)**

The use of guest speakers/tours/plant trips should be used solely to enhance the learning experience and should be tied directly to course objectives and program outcomes. Instructors are responsible for recognizing/compensating guest speakers/guides and can no longer claim these expenses on their CMU expense report. Instructors may work with their center staff to see if there is a CMU promotional gift or recognition certificate available. In rare cases, when it can be documented the guest speaker is of national prominence and/or reputation, instructors may request special compensation for a guest speaker by seeking approval two weeks before the course begins from their Academic Program Director. In such cases instructors may wish to consider opening the class session to other students who are not currently enrolled in the class but who may be interested in the presentation topic.

### Process

1. Instructor will request special compensation for a guest speaker/guide by emailing their academic program director at least two weeks before the course begins. Instructors must provide compelling evidence that this guest speaker is of national prominence and/or reputation and will provide a value-added learning experience that is tied directly to the learning outcomes of the course. The instructor will be responsible for recommending an appropriate compensation fee. If approved, the program director will notify the instructor via email, indicating acceptance, copying in Kay Fox (finance) and Jennifer Jones (contracts).
2. Kay Fox will follow up with the necessary paperwork if it is indicated that independent/guest speaker paperwork is required.
3. Instructors must also notify their program administrator at this time.