

UC Santa Barbara
Policies

Policy 1115

Issuing Unit: Academic Affairs

Date: January 1, 1986

USE OF GUEST LECTURERS

I. REFERENCES:

- A. Resolution on Policy Governing Guest Lecturers, approved by The Regents of the University of California, July 11, 1969.
- B. President Hitch's memorandum to Chancellors, Assignment of Responsibilities to Department Chairmen in Connection with the Use of Guest Lecturers, July 31, 1969.
- C. UCSB Policies Manual, Policy 5120, Honoraria.

II. POLICY:

A. Use of Guest Lecturers

The employment of a guest lecturer is limited to a maximum of two weeks. Appointees for longer periods must be hired under an appropriate academic title. Occasionally, the use of a guest lecturer can be used to enrich classroom instruction, but only regular academic appointees holding instructional titles can be held responsible for course content, teaching methods, supervision, and evaluation of students in their courses.

B. Responsibilities of the Department Chairperson

It is the responsibility of the department chairperson to:

1. Be informed in advance about any intended use of guest lecturers.
2. Determine whether the guest lecturer is qualified for the purpose and whether the lecture topic is appropriate to the aims of the course.
3. Verify that any compensation requested is reasonable and secure the necessary approval signatures. See Policy 5120.
4. Maintain records including the name of the guest lecturer, the course name and number, the number of lecture appearances, and the amount of compensation received.

C. Methods of Payment:

1. UC employees:

Guest lecturers employed at other UC campuses can be reimbursed for travel/per diem expenses in accordance with Policy 5170, Attachment A, using a Travel Expense Voucher form. If any salary compensation is permissible by policy and is desired, a one-time payment should be requested as follows:

- a. The UCSB host department will prepare a letter of request indicating its desire to hire a UC employee, following the exact format shown in Attachment A. A Special Payroll form is to be attached to the one-time payment request. These materials, after signature by the department chairperson and appropriate Dean/Provost, are to be forwarded to the Academic Personnel Office for processing and approval.
 - b. The one-time payment request will be forwarded by Academic Personnel to the home campus department. The home department will be asked to prepare the appropriate PAF/Change-in-Status form to accomplish the one-time payment. The home department will attach the letter request and Special Payroll to the PAF/Change-in-Status form and return it to the UCSB Academic Personnel Office for transmittal to the Payroll Office.
2. Non-UC Employees:

Guest lecturers from other than UC campuses may be paid an honorarium (which can also include travel/per diem expenses), using a Request for Issuance of Check form (Form 5), unless the lecturer is an alien. For aliens only, if desired, a Travel Expense Voucher may be submitted for reimbursement of actual travel expenses, supported by receipts, and a Form 5 submitted for additional honoraria. (The Travel Expense Voucher and Form 5 should be stapled together when submitted to the Accounting Office, so that payment can be combined into one check.) See Policy 5120 regarding honoraria and Policy 5145, Payments to Aliens, if applicable.

III. ATTACHMENT:

- A. Proposed Form Letter for One-Time Payment

Please direct questions about these policies to Meta.Clow@vcaadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

Return to the [UCSB home page](#).

Last Modified By: EBH, 7/09/98