

GUEST SPEAKERS

Guest Lecturers- Instructors wishing to invite resource personnel to participate in the instructional program of their own classes should notify their Instructional Administrator in advance as to name, date, and time of arrival of their guest(s). Instructors should make every effort to not abuse class time by inviting partisan political candidates during election campaigns.

The Vice President for Academic Affairs should be contacted regarding monies that may be available for the employment of instructional consultants **prior** to any arrangements for such services. Instructors must obtain prior approval of the cognizant Instructional Administrator before inviting a speaker to address combined classes, campus convocations, club meetings, etc. All other requests must comply with the *Guest Speaker Policy.

Guest Parking: A parking permit can be obtained by notifying the School office (SSBH) extension 5207 or 5746 in advance with name date and time of arrival or contacting the Campus Police Department/Parking Services in room 105D extension 6611.