

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.02
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		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	9/30/91
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	GUEST LECTURES	APPROVED BY:	

- 1.0 Faculty are encouraged to utilize the human resources of the community as a supplement to the instruction provided by the University. Instructors may invite outside speakers to address a class where the speaker is knowledgeable in his or her subject and where this topic is pertinent to the course objectives.
- 2.0 Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the Division Chair or Dean must be secured before a guest may be contracted for an appearance.
- 3.0 At least a week before the presentation, the instructor should inform his or her supervisor of the time and place of the presentation. The instructor is also responsible for seeing that appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.