



## **Visiting/Guest Lecturer Adjunct Pool**

The following procedures will guide you through the standard processes of recruitment and selection of visiting/guest lecturer adjunct faculty. This does not apply to full-time faculty who are instructing in the same or related field. Because unique circumstances may exist, please contact the Human Resources Department with any questions.

- 1. Prior to each semester, Division Chairs will establish their visiting/guest lecturers for the upcoming semester. Division chairs will prescreen candidates to ensure they are qualified to teach the required content. The Academic Dean will approve all visiting/guest lecturer requests on a case by case basis. Faculty will staff their individual requests through their respective Division Chair, to the Academic Dean for approval. Requests will provide complete justification, a complete plan ensuring instruction provided by visiting/guest lecturer is of the same quality of the primary instructor, reason(s) primary instructor will be unavailable, and efforts to have a regular full-time or adjunct professor instruct the class during planned absence. Examples of reasonable reasons for absence include, but is not limited to, personal days, planned surgeries, college service obligations, grant participation and required professional training/development.**
- 2. If one of the prequalified lecturers is not available or a new lecturer is required, requests will be submitted to the Academic Dean no later than 14 days prior to the desired lecture date. Under no circumstances will instruction be delivered without that person being under contract with Helena College or being an approved volunteer. A volunteer is an unpaid subject matter expert who instructs or makes a presentation to Helena College students, faculty, or staff as a representative of Helena College.**
- 3. Prior to lecturers meeting with HR, they will sign a contract prepared by the Academic Dean's office. HR will personally meet with lecturers to complete required employee paperwork, and conduct required background checks after receiving approved requests from the Academic Dean.**
- 4. Approved visiting/guest lecturers will be offered a position in the Visiting/Guest Lecturer Adjunct Pool with a contract period of the academic year. The contract will also state the hourly rate of \$40 per contact hour (50 minute class).**
- 5. Visiting/guest lecturers for short-term assignments will not be compensated for additional prep or grading time.**
- 6. If a volunteer is used as a visiting/guest lecturer, the above procedures apply, except for reimbursement. Additionally, a completed Helena College volunteer form must be provided with the request.**
- 7. All visiting/guest lecturer adjunct pool members must comply with the policies, rules and regulations of Helena College. A Helena College employee need not be present during class/presentation periods for approved visiting/guest lecturers, but the presence of a Helena College employee for approved volunteers will be made on a case by case basis.**
- 8. The approved visiting/guest lecturer pool listing will be kept and maintained by Human Resources.**

*Only those individuals in the approved pool are permitted to instruct as visiting/guest lecturers.*