

Policy 5.50 Lecturers

The individual colleges shall develop their own administrative procedures with regard to utilization of lecturers within the following guidelines of District policy:

- a. that requests for the use of lecturer(s) must be submitted by the individual faculty member to his/her Division Chairperson at least two weeks prior to the lecture date and the request must be approved before the individual performs the services;
- b. that the amount of \$35 be the maximum for payments determined by the instructor and the Division Chairperson; approval for payments beyond \$35 should involve the Office of Instruction administrative personnel. With prior District Office approval, payment may be at the pro-rata rate applicable for the instructor involved based on the specific assignment.
- c. that the number of lectures for which a given instructor may be employed within the District be limited to four during any single semester or quarter, to a maximum of eight in any school year.
- d. that members of the regular District faculty will be employed to serve as lecturers only under very limited circumstances and with prior approval of the appropriate Division Chairperson.

Source of Law:

Approved by Board of Trustees: