
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4700 GUEST SPEAKERS

References:

No specific references

The Vice President, Academic Affairs, is responsible for administering this procedure.

The following applies to instructional guest speakers in the classroom or in an academic program-related event:

Definitions: For purposes of these procedures, an instructor is defined as a regularly scheduled/assigned instructor of a class, and a guest speaker is defined as, but not limited to, a presenter, reviewer, consultant or demonstrator who is not a regular employee of the Long Beach Community College District.

The instructor shall file a "Guest Speaker Agreement" form with the appropriate instructional dean at least five teaching days in advance of the scheduled event. The instructor shall verify the guest speaker's qualifications.

Prior to the event, the instructional dean and Director of Business Support Services shall sign and return a copy of all guest speaker forms to the requestor and forward a copy to the Vice President of Academic Affairs.

The guest speaker's presentation shall relate directly to the program of instruction as stipulated in the course outline.

The guest speaker shall not solicit, sell, nor offer to sell, goods or services of any kind or description.

The instructor shall remain in the classroom at all times when a guest speaker is present.

Also see AP 4700 Guest Speakers.

Approved: December 11, 1979

Revised: November 17, 2021

(Replaces LBCC Administrative Regulation 4007)