

4007.      ADMINISTRATIVE REGULATIONS ON GUEST SPEAKERS

- 4007.1      The Vice President, Academic Affairs, is responsible for administering this regulation.
- 4007.2      Definitions - For purposes of these regulations, an instructor is defined as a regularly scheduled/assigned teacher of a class, and a guest speaker is defined as a guest lecturer, consultant or demonstrator who is not a regular employee of the Long Beach Community College District.
- 4007.3      The instructor shall file a "Guest Speaker" information 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.
- 4007.4      Prior to the event, the instructional dean shall return a copy of all guest speaker forms to the requestor and forward a copy to the appropriate site administrator.
- 4007.5      The guest speaker's presentation shall relate directly to the program of instruction as stipulated in the course outline.
- 4007.6      The guest speaker shall not solicit, sell, nor offer to sell, goods or services of any kind or description.
- 4007.7      The instructor shall remain in the classroom at all times when a guest speaker is present.