Securing Visiting Instructors or Guest Lecturers | SOP #: FAF.001.02
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Effective Date | 6.4.19
Last Revision/Review | 11.12.19

1. **Purpose**
This procedure is needed to clarify the roles and responsibilities of faculty, staff, and administrators in securing visiting instructors or guest lecturers.

2. **Related Policy/Authority**
BCOM College Bylaws- [https://bcomnm.org/about-bcom/governance/](https://bcomnm.org/about-bcom/governance/)
SOP HR.01.00 Recruitment and Hiring Process

3. **Faculty/Staff Responsibilities:**
   - **Department Chair:** Identify the need for an instructor to deliver one or more sessions in the curriculum due to a faculty vacancy, lack of specific content expertise among existing faculty, or other reason. Identify instructors and communicate expectations for the assigned work, provide resources, and serve as liaison with the Course Director.
   - **Course Director:** Alert appropriate Chairs of any sessions in their courses that do not have instructors assigned, provide Chair with expectations for instruction.
   - **Academic Affairs:** Assist the Chair in identifying and communicating with guest lecturers. Oversee budgetary aspects of hire.
   - **Faculty Affairs:** Receive and process paperwork to facilitate hire of identified visiting instructors or guest lecturers; process adjunct appointments for visiting faculty.
   - **Controller:** Process paperwork for hire of contract instructors.
   - **Human Resources:** Receive notification of all visiting instructors or guest lecturers and identify them as contracted or employed; process hire of employed faculty and direct contract instructors to Finance department.

4. **Definitions/Abbreviations**
   - **Visiting Instructor:** Individual hired to teach a block of sessions or several sessions over an extended time period; generally will be offered an adjunct appointment and IT resource credentials (BCOM email, library, LEO, etc.); may be employed by BCOM or contracted.
   - **Guest Lecturer:** Individual hired to teach one or a few isolated sessions; does not receive IT credentials; not a BCOM employee--provides instruction on contract.

5. **Procedural Steps**
1. The Department Chair is aware of a faculty vacancy in their department or a need for instruction for which content expertise is not covered by existing BCOM faculty.
2. The Department Chair works with appropriate Course Directors to identify teaching sessions that need coverage. Course directors may also identify sessions needing coverage and consult the appropriate Chair.
3. The Department Chair consults with the Assistant Dean of Preclinical Curriculum and the Associate Dean for Preclinical Education for approval and budgetary allocation of instructor assignment and to determine the sessions and time frame for which the instructor is needed.

4. The Department Chair has the primary responsibility for identifying instructors to fill the sessions that cannot be covered by existing faculty. If the content to be covered does not fit within a department or the Chair has difficulty identifying guest lecturers 3 months prior to the scheduled session, the Assistant Dean of Preclinical Curriculum is responsible to identify an instructor or seek an alternative solution.

5. The Department Chair contacts potential instructors, assuring that they have appropriate credentials (relevant terminal degree and/or significant related experience), and works with the Course Director to schedule instruction. The Course Director should provide learning objectives and detailed requirements for the session(s) (e.g. deliver a *#* minute lecture on *specific topic* utilizing *specific resources* and provide *#* vignette-style exam questions.)

6. The Department Chair provides the proposed schedule and expectations of the work in writing to the instructor and answers their questions.

7. After the instructor agrees to the requirements, the Chair initiates the process of securing the instructor with Faculty Affairs. The Chair provides the name and contact information of the instructor, the titles, times, and dates of the sessions to be taught, and the specific duties assigned, and forwards the instructor’s CV to the Assistant Dean of Faculty Affairs.

8. The Assistant Dean of Faculty Affairs verifies that the teaching assignment has been approved by Academic Affairs and that an appropriate instructor has been identified.

9. If the proposed assignment involves an extended teaching role in the curriculum, the Assistant Dean of Faculty Affairs will identify the instructor role as visiting and may recommend an adjunct faculty appointment.

10. The Assistant Dean of Faculty Affairs completes and submits the Personnel Hiring Requisition, specific duties to be included in the contract, and instructor’s CV to Human Resources, who will then determine whether the instructor will be hired as employed or contracted faculty.

11. Human Resources will verify the instructor’s credentials and initiate paperwork for hire of employed faculty or transfer the Personnel Hiring Requisition, list of assigned duties, and CV to the Controller to initiate paperwork for hire of guest lecturers.

12. Paperwork is collected and processed:
    - The Controller requests required forms or documents from the instructor.
    - The instructor should return requested documents to the Controller by mail or by secured email.
    - After documents are received and approved, the Controller draws up and sends the contract to the instructor to be signed and returned prior to instruction.
    - For contract visiting instructors, the Controller notifies Human Resources to initiate assignment of credentials for IT resource access. Guest lecturers do not receive IT credentials.
    - The Controller notifies Faculty Affairs and the Department Chair that the instructor is ready to begin teaching assignments and/or be appointed.

For employed visiting instructors:

For guest lecturers or contract visiting instructors:
Human Resources requests required forms or documents from the instructor.
The instructor should return requested documents to Human Resources by mail or by
secured email.
After documents are received and approved, Human Resources draws up and sends the
contract to the instructor to be signed and returned prior to instruction.
After the signed contract is received, HR will initiate assignment of credentials for IT
resource access.
HR notifies Faculty Affairs and the Department Chair that the instructor is ready to being
teaching assignments and/or be appointed.

13. For visiting faculty seeking adjunct appointment, Faculty Affairs will obtain an official
transcript for the highest degree and CV from the newly hired instructor to process an adjunct
appointment. For faculty holding a medical degree (DO or MD), official certifications that
require prior degree verification (e.g. board certification) may be used as a proxy for
transcripts.

14. The Faculty Affairs Coordinator completes CAPRI add form indicating appropriate campus
and IT privileges according to faculty responsibilities. Completed CAPRI form is sent to HR to be
entered into the system.

14. Instructor provides instruction and performs other duties as indicated in the contract.

15. Instructor evaluation is completed.

For guest lecturers:
- After the teaching assignment is complete, the Chair submits a summary statement of
whether the guest lecturer met the requirements and a brief evaluation of the teaching
sessions/interactions with the guest lecturer to the Assistant Dean of Faculty Affairs.
- The Assistant Dean of Faculty Affairs communicates to the Controller whether the
assigned duties of the guest lecturer are complete and if complete, the invoice is
processed.
- The Controller processes payment to the guest lecturer.

For visiting instructors:
- At the end of the teaching assignment, the Chair provides a brief summary or evaluation
of the instructor’s performance to Faculty Affairs.
- For adjunct faculty, the results of the evaluation will be used in consideration for re-
appointment.

16. Until the teaching assignment is complete, the Department Chair is the primary point of
contact for the instructor, and should assure that all needed resources are provided or
accessible.

6. Reports/Charts/Forms/Attachments/Cross References
Identify if any reports are required to include data elements.

- Personnel Hiring Requisition: https://bcomnm.org/faculty-staff/forms/
- Instructor CV
- Instructor transcript (if seeking appointment)
- W-9/tax forms
7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

Procedure developed by Jennifer Eastwood, Assistant Dean of Faculty Affairs. Will be maintained by the Assistant Dean of Faculty Affairs and reviewed and/or updated on an annual basis (July 1).

Disseminated for review and feedback by:
Faculty Affairs Coordinator: Elizabeth Howard
Assistant Dean of Preclinical Curriculum-David Osborne
Senior Associate Dean of Academic Affairs-Robert Ketchum
Controller- Renee Huber-Landrum
Human Resources Director-Dawn Leake
Human Resources Assistant Director-Doris White
Department Chairs:
Debra Bramblett
Miriam Donohue
Robert Goldsteen
David Rodenbaugh

8. Signature

Signature on File | 11.12.19
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Jenny Eastwood, PHD | Date
Assistant Dean of Faculty Affairs

9. Distribution List

Internal/External

10. Revision History
<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.30.19</td>
<td>All</td>
<td>The Securing Guest Lecturers SOP was thoroughly revised to include procedures for hiring any guest lecturer or visiting faculty who is involved at BCOM less than .5 FTE</td>
<td>Replacement</td>
<td>7.30.19</td>
</tr>
<tr>
<td>11.12.19</td>
<td>5.13</td>
<td>For appointment of faculty with a medical degree, records of board certification or residency eligibility requiring degree verification may be used as a proxy for transcripts.</td>
<td>Update</td>
<td>11/12/19</td>
</tr>
<tr>
<td></td>
<td>5.14</td>
<td>Added procedure for CAPRI add form and badge/IT privileges</td>
<td>Update</td>
<td></td>
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