GUEST LECTURER SERVICES

A. Purpose

The purpose of this policy is to provide guidance in requesting "Guest Lecturer" Services.

B. Definition

For the purpose of this policy a "Guest Lecturer" shall include visiting professors, eminent or renown individuals presenting lectures, speeches, seminars, workshops, and performances. The term "Guest Lecturer" does not include a University of Texas-Pan American staff, faculty member, or student.

C. Applicability of Policy

This policy requires that all "Guest Lecturer" services be approved prior to contracting for lecturer services. This policy applies regardless of source of funds. If the lecturer is a State of Texas employee, travel expenses must be submitted on a State of Texas Travel Voucher, supported by appropriate original receipts. All travel expenses shall be made in accordance with University and State of Texas rules and regulations. No University of Texas-Pan American staff, faculty member, or student shall be contracted as a "Guest Lecturer". All such personnel shall be processed through The University of Texas-Pan American Personnel Services, via a memorandum of employment as a temporary assignment.

D. "Guest Lecturer Authorization Request" Form

The three-part "Guest Lecturer Authorization Request" forms shall be available at The University of Texas-Pan American Bookstore. The reverse side of the "Guest Lecturer Authorization Request" form contains specifics on how to fill out form and restates some of the procedures outlined in this policy.

E. Acquiring "Guest Lecturer" Services from Employees of Other Higher Education Institutions

Faculty or staff of other Higher Education Institutions, meeting the definition of "Guest Lecturer", shall require a written statement of approval from the President of the other institution, in addition to the advance approval of The University of Texas-Pan American President via the Guest Lecturer Authorization Request form. Requests for lecturer services from other Higher Education Institutions should be submitted to the Office of the President at least thirty days prior to date of services to provide time for that office to initiate appropriate communication with the other institution.

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F. Acquiring "Guest Lecturer" Services from Other State Agencies

If contracting with another state agency for "Guest Lecturer" services, Interagency Cooperation Contract (IAC) procedures will apply. Refer to The University of Texas System, Business Procedure Memorandum No. 47-05-92 for IAC guidelines, located in the Office of the Vice President for Business Affairs.

G. Approval Procedures for Contracting "Guest Lecturer" Services

To request services, departments should submit a completed "Guest Lecturer Authorization Request" for express written approval in the following order:

1) Appropriate account manager
2) Appropriate vice president
3) Funds Control
4) President (if department reports directly to President)

Once services have been fully approved, the "Guest Lecturer Authorization Request" form will be routed as follows:

1) to the Purchasing Department (Travel Office).
2) to the Accounts Payable Department to encumber funds.

Once the funds have been encumbered, Accounts Payable will keep the original and return the remaining two copies of the form back to the originating department.

H. Procedure for Payment of Guest Lecturer Services

Payment for Guest Lecturer services shall be made after services have been rendered. A memorandum detailing the amount of reimbursement for completed services shall be initiated by the account manager and submitted to the Accounts Payable Department no later than five working days after the services are rendered. One copy of the authorized "Guest Lecturer Authorization Request" form signed by the Lecturer, shall accompany the memorandum along with appropriate receipts.

Where circumstances necessitate that payment be issued immediately after lecturer services are rendered, a memorandum requesting an early check may be requested by the account manager.

A copy of the authorized "Guest Lecturer Authorization Request" form, signed by the Lecturer, shall be submitted to the Accounts Payable Department no later than five working days after services have been rendered.

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If the lecturer is a State of Texas employee, travel expenses must be submitted on a State of Texas Travel Voucher, supported by appropriate original receipts. All travel expenses shall be made in accordance with The University of Texas-Pan American and State of Texas rules and regulations.

I. Review

This policy shall be reviewed by the Comptroller every five years or as required due to legislation.