

VANIER COLLEGE
Request for Classroom Guest Speaker



Guidelines:

1. Faculty may invite guest speakers to their class for pedagogical purposes.
2. The request for guest speakers should be made in consultation with the Department Coordinator and/or Curriculum Coordinator and the Faculty Dean must be informed at least two weeks prior to the event.
3. If there is any expectation of a fee for the presentation, the request must be made in writing 10 school days before the event and receive approval from the Faculty Dean.
4. Teachers inviting a guest speaker are reminded that guest speakers are not substitute teachers and that a faculty member must be present during the presentation.
5. In exceptional circumstances, primarily where safety or the reputation of the college is an issue, the Faculty Dean, in consultation with the Academic Dean may refuse to allow a particular speaker on campus. The reasons for the refusal will be given in writing. Such a decision may be appealed to the Director General. As part of the appeal process, any party may request that the Academic Council make a recommendation to the College on the case

FACULTY INFORMATION	Teacher: _____ Department: _____ Course Name: _____ Section: _____ Telephone: _____ Email: _____
EVENT DETAILS	Name of Guest Speaker: _____ Telephone: _____ Email: _____ Proposed Date: _____ Time: _____ Proposed Location: _____ Topic: _____ Honorarium / Fee Requested (if applicable): _____ Date submitted: _____ Signature of Originator: _____
SIGNATURES	Signature of: Coordinator : _____ Date: _____ Faculty Dean: _____ Date: _____
REMINDERS	<input type="checkbox"/> <i>Notify Security or arrange to meet speaker</i> <input type="checkbox"/> <i>Parking Pass</i> <input type="checkbox"/> <i>Service Contract</i>

Copy - Faculty/ Faculty Dean/ Vanier Communications Office/ Security