



## Instructions for Using a Guest Speaker in Your Course

The program or department first needs to determine whether this individual is a guest speaker or an adjunct faculty member.

*Guest speaker* – is defined as an individual who is invited to the campus to give a presentation in their field of expertise in for our students. Guest lectures are not automatically entitled to campus privileges or Touro accounts.

*Adjunct faculty* – is defined as an individual who is hired to teach a course or lecture. Adjuncts have appropriate terminal degrees, teaching/grading responsibilities and might be assigned a rank.

If you are using a guest speaker in your course, you should review the following three steps to determine if any of them are applicable to your circumstance. It is strongly recommended that ALL faculty have their guest speakers undertake Step 1.

### **Step 1 – Execute a Speaker Agreement**

Regardless of payment for services or not, best practices dictate that the University enter into an agreement with the guest speaker in order to properly memorialize and delineate the responsibilities and obligations of each party. Touro University California (TUC) currently has a [one-page Speaker Agreement Form](#) that is used so as to not require that our stakeholders and guest speakers go through the Contractor Agreement process.

- A. Please be sure to provide exact dates of speaking engagements.
- B. Multiple dates can be listed on a single agreement, however, do NOT use “Various” in dates.
- C. If the guest speaker is not being compensated in any fashion, indicate “No payment” in statement #7.

### **Step 2 – Register the Guest Speaker with Finance**

If the guest speaker is being compensated in any fashion (e.g., paid, given an honorarium, reimbursed for travel expanses, etc.), then the faculty member should contact their program director, department chair, or dean of the college to determine who in the program, department, or college has access to the “Finance” tab in TouroOne and the Unimarket system. The individual in your program, department, or college that has access to Unimarket is able to register your guest speaker with Fiscal Affairs & Accounting.

1. [Request a new Supplier via Unimarket.](#)



## Instructions for Using a Guest Speaker in Your Course

A. Guest speaker MUST have an email address to receive an invite to register and become a vendor.

B. Please note that a W-9 is needed. This can be attached to the request when you submit it or the Vendor can attach it to the invite that will receive via email

C. Once the Vendor is registered, your guest speaker will receive the corresponding T#.

For payment to be made, the guest speaker should submit a copy of the [Speaker Agreement](#) to TUC Requisition, along with an invoice. If the guest speaker does not have an invoice, a [Check Request Form](#) can be used in lieu of the invoice.

### Step 3 – Request Access to Canvas

If the guest speaker requires access to the Canvas learning management system, the program director, department chair, or dean of the college would make a request to Pawan Sahota ([Pawan.Sahota@tu.edu](mailto:Pawan.Sahota@tu.edu)), and copy the TCUS Canvas Team ([servicenow@touro.edu](mailto:servicenow@touro.edu)). The request needs to include the following information:

- guest speaker's name
- guest speaker's date of birth
- guest speaker's social insurance number
- a two to three sentence on why the guest speaker needs access to Canvas
- the specific dates that they need access (i.e., start date and end date)
- the semester and course code for the Canvas shell they need access to

A. Pawan will complete the guest user ePAF request in the TouroOne system.

B. Once the guest user ePAF has been approved, the TCUS Canvas Team can create a Canvas account and grant the guest speaker DESIGNER access by submitting a request with the guest speaker's T# through the TouroOne Helpdesk ([servicenow@touro.edu](mailto:servicenow@touro.edu)).