

## Guest Artists - Substitutes: Policy and Procedures

### Overlying Philosophy

Serving our students and our responsibilities as professors is foremost in the development of this policy. A faculty member must be present/participating when a guest artist is leading a class. Having a faculty employee present is essential for safety/emergency protocol reasons and to ensure that there is someone there to assist them with equipment etc. If you are bringing in a guest to cover a class while you are away for professional obligations, please arrange for the Chair or another faculty member to be present in your class for the guest. This document will be referring to any guest, master class, guest lecturer and/or substitute as guest artist.

### Procedures for arranging a Guest Artists

1. For each guest artist, fill out the [\*Guest Request Form\*](#).
2. If the guest artist is **not** being paid by the department, a current volunteer form must be on file. If one is not on file, Sylvia will send one to the volunteer.
3. If the department is paying for the guest artist, we normally pay \$150-\$250 for master classes and guest lecturers, except for recent alumni, whom we pay \$100. In the case of highly experienced and sought-out guests, we can pay higher (\$300), but this should be discussed with the Chair in advance. Please contact the Chair ahead of time to discuss possible fee(s).
  - Discuss a fee with the guest ahead of time and place that fee on the Request Form.
  - Inform the guest that their payment can take up to 8 weeks after they teach or speak and ask them to respond promptly to any emails that they receive from Sylvia.Rodriguez@csulb.edu.
  - Please attach the email from the Guest where they accepted the fee you entered on the form.
4. **IMPORTANT**
  - Please confirm the following:
    - i. Has the guest been employed at a CSU in any capacity in the last 2 years?
      1. If the guest is a current faculty member at another CSU, **we can find a way to pay them.**
      2. If they were employed in the past two years but are no longer employed by the CSU as either faculty or staff, **we cannot pay them.**
5. **Parking**

We do not pay for parking. Please include the price of parking in your fee request if you want parking added to the guest fee.
6. **Please submit** your request in time **to allow Sylvia at least 3 weeks to prepare the paperwork.**
  - In the case of requests due to **RSCA travel:**
    - i. Requests should be made **30 (domestic) to 45 (international) days in advance** and **submitted concurrently with your Travel request paperwork.**