



Visiting/Guest Lecturer Adjunct Pool

The following procedures will guide you through the standard processes of recruitment and selection of visiting/guest lecturer adjunct faculty. This does not apply to full-time faculty who are instructing in the same or related field. Because unique circumstances may exist, please contact the Human Resources Department with any questions.

1. Prior to each semester, faculty will establish their visiting/guest lecturers for the upcoming semester. Academic Division Directors will prescreen candidates to ensure they are qualified to teach the required content, and will approve requests on a case-by-case basis. Requests will provide complete justification, a complete plan ensuring instruction provided by visiting/guest lecturer is of the same quality of the primary instructor, reason(s) primary instructor will be unavailable, and efforts to have a regular full-time instructor cover the class during planned absence. Examples of reasonable reasons for absence include, but is not limited to, personal days, planned surgeries, college service obligations, and required professional training/development.
2. Under no circumstances will instruction be delivered without that person being under contract with Helena College or being an approved volunteer. A volunteer is an unpaid subject matter expert who instructs or makes a presentation to Helena College students, faculty, or staff as a representative of Helena College.
3. Prior to lecturers meeting with HR, they will sign a contract prepared by the Academic Division office. HR will personally meet with lecturers to complete required employee paperwork, and conduct required background checks.
4. Approved visiting/guest lecturers will be offered a position in the Visiting/Guest Lecturer Adjunct Pool with a contract period of the academic year. The contract will also state the hourly rate of pay.
5. Visiting/guest lecturers for short-term assignments will not be compensated for additional prep or grading time.
6. All visiting/guest lecturer adjunct pool members must comply with the policies, rules and regulations of Helena College. A Helena College employee need not be present during class/presentation periods for approved visiting/guest lecturers, but the presence of a Helena College employee for approved volunteers will be made on a case-by-case basis.
7. The approved visiting/guest lecturer pool listing will be kept and maintained by Human Resources.