

2018-19 Master Class/Guest Lecturer Procedures

Below are procedures for arranging Master Classes/Lectures by guests paid by the Department.

Overlying Philosophy

In the Department of Dance, we encourage faculty to be present/participating when a guest artist is leading a class as not all guests may be experienced with the norms of a college classroom and student population. If you are bringing in a Volunteer to cover a class while away from work on for professional obligations, please use procedures outlined on the *2018-19 Volunteer Procedures form*, available on the CSULB Dance website at Faculty Resources (<http://www.csulb.edu/dance/resources/faculty-resources>). **All master classes/lectures must be approved two weeks in advance by the Chair. This means that discussions about dates and fees should be happening three weeks in advance.**

Procedures for arranging a Master Class/Guest Lecturer who is being paid...

1. For each master class or guest lecture, fill out the *Master Class/Lecture Request Form* that is available on the Dance website in Faculty Resources (<http://www.csulb.edu/dance/resources/faculty-resources>).
2. **Determining a fee:** We normally pay \$100-250 for master classes, and \$100-200 for guest speakers depending on the professional level of the guest. For most technique classes from very experienced professionals, we pay \$200-250/class. In cases of highly experienced and sought out guests, we can pay higher, and this should be discussed with the Chair. Discuss with the guest, and put the verbally/email-accepted fee on the Request Form. Feel free to contact the Chair ahead of time if you'd like feedback on a suggested fee.
 - Discuss a fee with the guest ahead of time and place that fee on the Request Form.
 - Inform the guest that their payment will come around one month after they teach or speak.
 - Please attach the email from the Guest where they accepted a fee for teaching.
3. **VERY IMPORTANT QUESTION:** Are they currently teaching at a CSU campus or have they taught in the past two years at any CSU campus??
 - This is an important question to ask ahead of time, as answering YES to this question prevents us from paying a guest.
4. **NEW, Parking:**
 - For parking to be paid for a guest from the IRA fund, it must be arranged ahead of time through the Request Form. No parking will be paid by cash unless arranged ahead of time with the Chair.
 - **For Master teachers and guest lecturers, add \$10 to their fee for parking. Inform the guest that they will be responsible for purchasing their own parking and that the Department will not be responsible for any tickets.**
5. After filling out the entire *Master Class/Lecture Request Form*, leave it for the Chair for approval.
6. If approved, the Chair will route the Request Form to Sylvia and Jen. **We no longer need to have guests invoice us for fees of less than \$500.**
7. **You should allow 2 weeks for all of the paperwork to be prepared.**
 - No guest may teach without Jen completing the paperwork ahead of time.

8. Paperwork for the day of the Class:

- Once processed, Jen will place paperwork in your mailbox that needs to be signed by the guest on the day they teach. Have the guest sign the paperwork prior to entering the building and beginning their class. Leave the paperwork in Jen's mail basket.
- Sylvia will have a prepared liability waiver for the guest to sign. Leave that with Sylvia.

Posting information

- ◆ Once you have a guest approved, request a bio, a photo, and any pertinent information about the class. **NEW:** it is your responsibility to post a photo and bio of your guest on the Guest Artist bulletin board prior to the guest's arrival.

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