

289-6 **Responsibility**

In the capacity as a University administrative officer, the department chairperson must establish procedures to insure that the chair will be notified about any intended use of guest lecturers, and the chairperson must decide whether or not the participation of an individual proposed as a guest lecturer is of such a nature as to require appointment to a position with an appropriate instructional title. If the department chairperson determines that such an appointment is necessary, then the guest lecturer shall not participate in the presentation of the course unless the chairperson recommends the appointment and the appointment is approved, after appropriate review, by the Chancellor or the Chancellor's representative.

The department chairperson is responsible for the maintenance of records and preparation of reports on which to base periodic administrative review of the use of guest lecturers.