

II-31
SHORT TERM TEACHING
(Revised 2/24)

Departments may occasionally have need for a short-term, less than one full quarter, teaching appointment. Depending on the nature of the assignment, various types of appointments may be appropriate.

Guest Lecturers not employed by UC

Guest Lecturers may not be the instructor of record, and are limited to service of 2 weeks or less. Guest Lecturers who are not otherwise employed by UC may be compensated for travel and living expenses through an honorarium paid from the department's supplies and expense budget. The honorarium request is processed via a Form 5 through the Accounts Payable office. Guest Lecturers are not entered into UCPath. The Department Chair may sign for honoraria of \$2,000 or less; honoraria of up to \$4,000 must be approved by the appropriate Dean or Vice Chancellor. Honoraria exceeding \$4,000 are approved by the Executive Vice Chancellor or Chancellor. Supporting documentation should include a curriculum vita and a statement of purpose.

Foreign visitors must have the proper visa if any form of financial payment is to be made to them. A J1, HI and F1 visa, issued by this campus, will allow payment of payroll and non-payroll expenses. A B1 will allow the payment of travel and subsistence only (i.e., university per diem rate and airfare expenses). A B2 will not allow reimbursement or payment of any kind. Questions regarding these matters should be directed to the Office of International Students and Scholars.

Guest Lecturers from another UC campus

For payment to a UC faculty for visits of two weeks or less, see Red Binder VI-15, one-time payments.

Guest Lectures or other short term teaching by current UCSB employees

Employees currently working at UCSB at less than 100% may take on additional teaching responsibilities, subject to appropriate approval, as long as the total employment does not exceed 100% time. For employees already employed at 100%, or in cases where the additional assignment would cause total employment to exceed 100%, departments are strongly urged to contact Academic Personnel prior to making a commitment or having the individual provide services. In cases where the employee holds a full time staff position, Human Resources must also be consulted. Employment beyond 100% will only be approved in rare and unusual circumstances. Individuals approved for appointment as a guest lecturer or other short term teaching, such as emergency partial quarter replacements, will be appointed in an appropriate teaching title using the TST earn code. Use of the TST earn code will require approval of the Associate Vice Chancellor for Academic Personnel regardless of appointment title.