

 <p>Ontario Veterinary College Standard Operating Procedure</p>	<p>Number: ADA 1001</p>
	<p>Effective Date: 2014 03 14</p>
	<p>Revision Date:</p>
<p>Event/Activity/Report:</p> <p>Process for Documenting the inclusion of guest lecturers into the BSc, DVM and/or graduate teaching at OVC</p>	
<p>Portfolio: Associate Dean, Academic</p>	<p>Page 1 of 2</p>
<p>Involvement from the Dean's office:</p> <p>Dean's Management Team</p>	<p>Involvement from the President's office (or other central office): Provost's Office regarding compliance with the CUPE 3913 Unit 2 collective agreement</p>
<p>Definition: Guest Lecturer: As outlined in Article 1.04(i) of the <i>CUPE 3913 Unit 2 College Agreement</i>(http://www.uouelph.ca/vpacademic/pdfs/CUPE-3913-CA-Unit-2.pdf) a 'Guest Lecturer' is defined as "a person engaged by reason of professional status or unique qualifications to give occasional lectures or seminars, making up a part of a course. For purposes of further clarifying this definition 'occasional', shall normally not be more than three (3) lectures or seminars per course per semester. It is understood that the use of a guest lecturer(s) shall not result in any loss of pay for an employee hired to teach that particular course".</p> <p>Objectives:</p> <ul style="list-style-type: none"> To ensure compliance <i>with Article 2.01(e) of the CUPE 3913 Unit 2 Collective Agreement</i>, the number of guest lecturers that can be invited to participate in teaching will be limited to 3 lectures per course, per person, per semester. These individuals are excluded from CUPE 3913, Unit 2 – the collective agreement governing sessionals and graduate teaching assistants. To facilitate a clear process by which guest lecturers can be invited to participate in the academic programs of the Ontario Veterinary College <p>Expectations of Chairs, Course Coordinators and Faculty:</p> <ul style="list-style-type: none"> Chairs, Course Coordinators and Faculty will ensure they comply with Article 2.01(e) as noted above. Course outlines will document all instructors including from OVC, the University of Guelph, external to the University (including guest lectures) and will clearly state the level of involvement in terms of hours and number of lectures. Requests for guest lectures must be made by July 1st for the upcoming academic year. Involvement of Veterinarians (i.e. members of UGFA) in delivering the curriculum must be approved by July 1st for the upcoming academic year. 	

Failure to follow guidelines:

- May result in a policy grievance by CUPE 3913, Unit 2.
- The Associate Dean, Academic will meet with Chair, Course Coordinator, Faculty as appropriate to ensure compliance.

Notice of Intention to use Guest Lecturer(s) in Course XXXX

Name of Course:

Course Number:

Proposed number of lectures per semester for guest lecturer:

Total Number of hours:

Date (s) of Involvement:

Name of proposed Guest Lecturer:

Employer:

Reason for Invitation to Participate as a Guest Lecturer:

The course coordinator will be responsible for ensuring any guest lecturers comply with all University of Guelph policies and procedures and meet the course learning outcomes.

Who will provide oversight into the instruction evaluation of the guest lecturer?

Please submit this COMPLETED form to the Associate Dean, Academic, Office of the Dean, Ontario Veterinary College by July 1st for the upcoming academic year in advance of finalizing the teaching assignments for the course/rotation/elective.