

#### **4. OCCASIONAL LECTURERS/GUEST LECTURERS**

**This policy outlines the procedures for appointment of Occasional Lecturers, who are not employees of the University**

Occasional lecturing by people outside the University may be engaged on the basis of the rates outlined below. These rates are not intended for teaching of more than 5 hours per semester, within a course.

Lecturing by full time academic staff for another department (with the exception of isolated lectures) must be arranged with the approval of the relevant heads of school/deans/heads of departments/assistant deans from which the teaching is being provided. Full time staff may not receive payments for teaching within other departments.

##### **Rates**

Rates of payment will be at a flat rate as determined by the Vice-Chancellor from time to time.