

SMTD Guest Artist Policy

Background

SMTD often has a need for short term instructional coverage. While needs for coverage may vary, it is the school's policy that no one may be invited to campus to teach without having a formal Guest Artist contract and having a completed background check.

Instructions

1. When a department has a need for instructional coverage outside of our current faculty, GSI's or others that are affiliated with the school, the department must request a Guest Artist contract through Jason Corey's office.
2. The contract request must be submitted at a minimum of 14 days prior so a background check can be completed. If the background check is not completed prior to the Guest Artist start date, the department member must be present in the classroom until the check is complete.
3. When requesting a Guest Artist contract please include the following in an email to Jason Corey and Lyn Weber-Lynch:
 - a. Name of guest
 - b. Contact Information (phone & email)
 - c. Dates of contract
 - d. Courses/Studio instructional duties
 - e. Rational for coverage
4. In lieu of Guests Artist covering for absences, the department may seek faculty to teach on overload. This could mean a LEO, GSI, clinical or tenure/track faculty.
 - a. Overload requests for faculty go to Amy Truckey's office
 - b. Overload requests for LEO/GSI go to Jason Corey's office
 - c. Please include the above information in your request for overload