Finalized in Staff Meeting 10/14/15

**WGS Policy for Funding Guest Speakers**

Each TTF and NTTF faculty member will receive $50.00 toward a guest speaker each year. The speaker must be course-related. Please submit requests to the department head. Requests should include:

* the name of the speaker
* a description of the speaker’s expertise
* credentials or CV
* the course number and CRN for the course the speaker will be participating in;
* a short statement describing the speaker’s role in the class.