Application Form: Request to invite a Guest Lecturer

INSTRUCTIONS
This form, once completed by the lecturer concerned, should be submitted to the Topic Coordinator for approval in the first instance. Final approval must be completed before the Guest Lecturer is contacted.

Topic Name:  

Topic Code:  

Topic Coordinator:  

Lecturer requesting:  

Name of Guest Lecturer:  

Qualification/Background/Position of Guest Lecturer:  

Type of Session (please tick):  

☐ Lecture  ☐ Tutorial  ☐ Other

Length of session(s): ……………hours  

Date of session(s): ………………………  

…………….hours  

…………………..

Is funding required?  ☐ Yes  ☐ No

Does the invited lecturer fulfill some component of the course required by accreditation and unable to be fulfilled by SoNM school staff – if so which component and which accrediting authority:

Please explain how this fits into overall Program/Topic content and how this will enhance student learning:

Who will be responsible for:

• Organising the visit  

• Sending a letter of invitation  

• Providing background information on the topic content  

• Sending letter of thanks  

• Meeting guest and escorting them to venue  

• Evaluation by staff & students as to the value of the experience  

SIGNATURE OF TOPIC COORDINATOR  

DATE:  

DEAN: SCHOOL OF NURSING & MIDWIFERY  

DATE:  

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Engaging a Guest Lecturer – Guidelines

Various legislations affect the way individuals can be engaged to provide services for the University. It is important that the correct engagement procedures are followed, as an improper engagement may place the University at risk in relation to taxation and superannuation obligations, in addition to other industrial considerations.

Before engaging a guest lecturer please take the following steps:

- Obtain approval from the Dean, School of Nursing & Midwifery:
  - Fill in an “Application Form: Request to invite a Guest Lecturer” and submit it to the Dean, SoNM for approval.
    - The form is available on the SoNM website under staff only / forms.
  - Once approval has been obtained please give the form to the SoNM Resources Office.

- Confirm payment rate:
  - Obtain the latest lecture pay rates from the SoNM Resources Office.
    (Please note: pay rates can change once or twice a year)

- Determine the correct engagement method based on the nature of the guest lecturer:
  - **Private individual**
    - Must be engaged as a casual employee.
      - Please contact the SoNM Resources Office to arrange an employment contract for a “one-off” payment.
  - **Individual/Sole Trader with an ABN (Australian Business Number)**
    - Contact the SoNM Resources Office to determine if the Lecturer is eligible to enter into an *Independent Contractor Services Agreement* with Flinders University.
    - If the individual does not meet the criteria for engagement as an independent contractor they must be engaged as a casual employee.
      - Some of the requirements for engagement as an independent contractor include:
        - The individual/sole trader must have an ABN or an ACN to enter into an agreement. (However, having an ABN or ACN does not guarantee that an agreement can be entered into.)
        - The individual/sole trader needs to provide evidence that they have current public liability insurance.
        - An *Independent Contractor Services Agreement* must be completed and approved by the Faculty General Manager prior to presenting the lecture. (The form needs to be sent to the Faculty Office for approval so please allow enough time for this process.)
        - On completion of the lecture, the Individual/Sole Trader needs to submit a tax invoice to receive payment.
  - **Employee of another company (eg. FMC)**
    - The employer can invoice SoNM for the service provided by their employee.
      - Please contact the SoNM Resources Office to negotiate the payment rate with the employer.