

Asbury Theological Seminary Guest Instructor Policy:

Rate of Pay: Guest instructors will be compensated at an hourly rate (\$50/hr for Masters degree, \$100/hr for Masters and recognized expertise/publication, \$150/hr for terminal degree) based on their qualifications and the complexity of the course they are teaching. The specific rate of pay will be determined by the school and can be drawn from the Honorarium line item within the school budget.

Request for Approval: If there is a validated need for a guest instructor, the department will submit a request for approval to the appropriate Dean. The request should include:

- Course name and number
- Explanation of the rationale for using a guest instructor
- Qualification requirements for the guest instructor
- Estimated duration of instructor engagement
- Proposed rate of pay

The Dean will review the request, and if approved, the Dean's office will forward the request to the Human Resources department for further processing.

Qualification Requirements: Guest instructors must meet the following qualification requirements to be considered for teaching on an as-needed basis:

- A relevant advanced degree (typically a master's or higher) in the field of instruction or a closely related field.
- Educational requirements can be waived if the guest instructor is a practical expert in a field related to the subject matter (i.e. church planting, business, etc.)
- Demonstrated expertise and professional experience in the subject matter.
- Prior teaching experience or significant practical experience in the field.
- Strong communication and pedagogical skills.

Approved Instruction Time:

- One session for courses that meet once per week.
- Two sessions for courses that meet twice per week.
- Three hours of the face-to-face portion of a hybrid course.

Course Evaluation and Feedback: At the end of each course in which a GI offered instruction, students will be given the opportunity to provide feedback on the instructor's performance, teaching methods, and overall course experience. This feedback will be used to assess the effectiveness of the guest instructor and inform any improvements for future engagements.

On occasion, exceptions to this policy may apply.