Use of guest lecturers in courses

Guest lecturers are an important and interesting resource that can add a unique quality to a class. If you wish to include guest lecturers in your class, please bear in mind the following concerns outlined below as you prepare your proposal. Please also address these clearly in your proposal. Some of the following issues will not be a concern for a course with a single invited lecture compared to a course with a substantial proportion of the course content covered by others.

1. What proportion of the lectures will be by a guest lecturer?
2. Responsibility for the course, including all grading, resides with the Instructor of Record (IoR) (https://registrar.uoregon.edu/faculty-staff/academic-scheduling/instructors-of-record). Is this clear in your syllabus? How will the IoR be assessing / testing students on material covered by guest lecturers?
3. If your syllabus has scheduled guest lectures, how will you ensure that every time this course is taught, that the same guest lecturer or equivalent will be available, willing, and qualified to contribute? Do you or your program have a strong track record using guests, or a bank of guests, or is there some requirement on other faculty (e.g. required for program members) that they contribute?
4. If for some reason a guest lecturer is not available as planned, what is the IoR’s plan for covering that course content?