

Use of University Personnel Other Than a College of Nursing Employee

Guest Lecturers, Consultants, Models, Transcribers

Often, it is useful to utilize the expertise of university personnel other than college employees. When this becomes necessary, please contact the Business Office prior to making any commitments and negotiations. The Business Office will need the following information to determine the method of payment:

1. Name, social security number, and department where the individual is employed.
2. Type of work and hours that the work will take place: both the number of hours required and during what time of day, i.e., a.m., p.m., after 5 p.m., etc.