

ENGAGING GUEST ARTISTS

Guest Artists are engaged by schools/divisions to offer enhancements to the student learning experience. Typical Guest Artist activities generally occur outside the classroom setting. Some examples include:

- Presenting a Master Class or lecture
- Choreographing a dance piece
- Directing a play
- Instruction in a specialized technique/skill
- Performing

Guest Artists can be engaged by various methods (i.e., independent contractor, honorarium, hosted by school/division). **No matter the method, a Notification of Guest Artist Engagement must be filed with Faculty Affairs at least two weeks prior to the Guest Artist's arrival on campus.**

UNCSA requires receipt of a satisfactory criminal background report and a signed *Policy Acknowledgement* for Guest Artists with unsupervised student contact prior to engaging in services. Faculty Affairs will notify the department of receipt of the background report. A criminal background check and *Policy Acknowledgement* form are not necessary for Guest Artists whose student contact is supervised by a current UNCSA employee. The need for a background check and *Policy Acknowledgement* is determined using the *Notification of Guest Artist Engagement*.

FORMS

- *Notification of Guest Artist Engagement*
<http://www.uncsa.edu/vcprovost/forms/Notification%20of%20Guest%20Artist%20Engagement%20Form.pdf>
- *Disclosure & Authorization for Background Investigation*
[http://www.uncsa.edu/vcprovost/forms/Disclosure%20&%20Authorization%20for%20Background%20Investigation%20Form%20\(Guest%20Artist\).pdf](http://www.uncsa.edu/vcprovost/forms/Disclosure%20&%20Authorization%20for%20Background%20Investigation%20Form%20(Guest%20Artist).pdf)
- *Policy Acknowledgement*
[http://www.uncsa.edu/vcprovost/forms/Policy%20Acknowledgement%20Form%20\(Guest%20Artist\).pdf](http://www.uncsa.edu/vcprovost/forms/Policy%20Acknowledgement%20Form%20(Guest%20Artist).pdf)

PROCEDURE

1.	School/Division	Complete the <i>Notification of Guest Artist Engagement</i> and submit to Faculty Affairs via facultyaffairsforms@uncsa.edu .
2.	School/Division	If a criminal background check and <i>Policy Acknowledgement</i> is required: <ul style="list-style-type: none">• Give the <i>Disclosure & Authorization for Background Investigation</i> and the <i>Policy Acknowledgement</i> to the Guest Artist for completion and signature.• You may email the forms to the Guest Artist as well. Scanned forms with signatures are acceptable.

2a.	Guest Artist	Complete and return the <i>Disclosure & Authorization for Background Investigation</i> and the <i>Policy Acknowledgement</i> to the school/division. The form should not be sent to Certified Background/Castlebranch by the Guest Artist or the school/division.
2b.	School/Division	Review forms for completeness. Incomplete forms will be returned to the originating school/division. Note! The <i>Disclosure & Authorization for Background Investigation</i> must be legible and complete. All of the requested information on the form is required.
3.	School/Division	Submit the <i>Disclosure & Authorization for Background Investigation</i> and the <i>Policy Acknowledgement</i> to Faculty Affairs via facultyaffairsforms@uncsa.edu .
4.	School/Division	Proceed with engaging the Guest Artist using the established procedure for the selected method of engagement.
5.	Faculty Affairs	Conducts criminal background check and notifies department of receipt of report.