FINE AND PERFORMING ARTS

LOYOLA UNIVERSITY CHICAGO

Guest Artist Engagement Process

The process for guest artists for the Department of Fine and Performing Arts has changed. Please review these new steps.

Here is the link to the **new request form** which can be used for any part of this process.

[NEW: Process for Engaging with Guest Artists (jotform.com)](#)

Step 1 – Describe engagement and potential benefits to students and seek appropriate approval for engagement and funding.

One may already know who they want to engage, but it starts with confirming that there is support for your request including approving the funding amount for guest and source. Often this would involve seeking approval from your area director or your supervisor.

Once one has received approval, and funding secured one can move forward with the details of engagement of a specific individual.

Step 2 – Provide details on individual you wish to engage to confirm how they need to be engaged.

The most significant changes to our process are two-fold.

Part-time faculty: If the person you wish to engage is a part-time faculty member, we need to confirm that they are not at their maximum compensation or workload for the semester before we can engage them to do additional services. Part-time faculty have a regular maximum workload of 6 credit hours per semester. For those teaching applied lessons 90 hours of applied instruction is equivalent to 3 credit hours. As the person that is organizing engagement, you'll want to confirm if the individual is not currently at their max for the semester.

Independent Contractors/Sole Proprietors: In most cases, aside from a single visit as a guest coming to a class, a Scope of Work and a LUC Consulting Agreement will need to be submitted in advance of any engagement of individuals. The university has changed its contract policy and now wants all sole proprietors to have a contract on file with the university. If you are planning on engaging anyone for just about any service outside of a single visiting as a guest to a class, this is a process you will have to contend with.

Step 3 – Confirm Approval

On the form this is just the place to indicate who approved the engagement of a guest and where the funding is coming from. Please make sure in your conversations with your area director there is clarity on where the funding is supposed to come from to support your guests.

Step 4 – Submit a Scope of Work

The Scope of Work doesn't have to be formatted in a particular way, but it needs to be in writing what we are asking the individual to do, the time frame and the compensation.

When developing your Scope of Work please include:

- services the individual would provide
- class or programming individual is supporting
- timeframe of commitment or engagement, or number of anticipated hours.
- any responsibilities and deliverables
- clarify who would be overseeing the individual's work.
- Amount of proposed stipend for engagement
- funding source

Step 5 – Submit a Completed and Signed LUC Consulting Agreement

If it's determined that an LUC Consulting Agreement is required, **please [Complete Exhibit A](#) of the agreement (last page), have the consultant sign the agreement on the bottom of Page 5** (do not sign the agreement - that is for the Provost) and upload.

Managing Director will review documents, obtain appropriate signatures and follow-up with important engagement details. Important to note, all guest musicians, live models and guest artists visiting multiple classes will need to go through this process. If you know you want to engage a particular guest artist for a variety of services, this can be organized with one consulting agreement. After the contract has been signed, the Managing Director will follow up with you to confirm that you can engage the individual. **Individuals should not begin their engagement without signed LUC agreements.**

Link to **[LUC Consulting Services Agreement](#)**

Here is the link to the form: [NEW: Process for Engaging with Guest Artists (jotform.com)](#), you can use this form for all parts of this process.