

Things to consider...

when inviting guest lecturers

Guest lecturers can be a valuable addition to any course. However, to get the best possible result, keep the following in mind when inviting them:

- What does the gender balance look like among the lecturers who are booked? Is there any over-representation of women or men? Is there diversity in terms of other factors such as professional background or age?
- Do the booked lecturers have knowledge of gender equality and non-discrimination? Make demands of and set expectations on the lecturers who are hired.
- How will issues related to gender equality and inclusion be highlighted during the lectures? Ask the lecturers to bring up these issues. If they feel uncomfortable or feel they lack knowledge ask them to tell an anecdote from their working life where gender issues were evident.
- Formulate concrete descriptions in the procurement/recruitment of a guest lecturer that give concrete information about what is demanded in the teaching.
- Formulate a checklist for lecturers. Make it clear to lecturers that they should use the checklist as much as possible.

