

Procedures for Scheduling and Hosting Watkins Visiting Professors

Department host

_____ Selects dates within suggested window frames:

- Biological Sciences September 15-October 15
- Chemistry October 16-November 16
- Geology January 25-February 20
- Physics February 21-March 31
- Interdisciplinary April 1-April 30

Chairs may negotiate trades with other chairs for window frames.

_____ Makes informal contact with speaker to determine availability of speaker and tentative dates of visit within window frames.

_____ Confirms dates and sets itinerary with speaker.

_____ Informs dean, in writing, of final arrangements.

_____ Notifies dean to send formal letter of invitation to speaker.

_____ Responsible for reserving lecture rooms and audio/visual needs.

_____ Sends speaker's biography, photo, home address, lecture titles and times, and room locations no later than six weeks in advance to Cheryl Miller.

_____ Approves prepared publicity pieces.

_____ Plans and coordinates formal events (e.g., seminar, lecture, workshops).

_____ Organizes and expedites activities and include other departments where appropriate.

_____ Acts as host during visit.

_____ Recommends to Dean's Office four faculty members and the names of their companions (e.g., spouse, grad student, postdoc, undergrad student) for dinner invitation list.

_____ Responsible for handling any other detail overlooked or omitted from this list.

Dean's Office

- _____Sends Watkins Visiting Professor an official letter of invitation, W-9 and professional services agreement.
- _____Handles the finances (e.g., travel, hotel, dinner). Please give all receipts to Candice Weathers.
- _____Obtains honorarium check and gives it to the speaker towards the end of the visit.
- _____Prepares publicity information (e.g., poster, postcards, notices) and distributes it in a timely manner. Biographical information about speaker will be prepared by the department host as described above and supplied to Cheryl Miller no later than six weeks in advance of the event.
- _____Sets location and menu for formal dinner involving Watkins board members, faculty and speaker.
- _____Maintains the Watkins mailing list.

Watkins Program Committee

Membership includes the four natural science department chairs and the dean. The chair of biological sciences is the chair of WPC.

- _____Plans schedule, coordinates events, and reviews overall operation of Watkins Program on a regular basis.
- _____WPC members advise/inform WPC chair of all arrangements made with Watkins Visiting Professors as to dates of visit, travel itinerary, and title and schedule of lectures.
- _____WPC chair coordinates the calendar of events and shares information about committed dates to department chairs and the dean's office.
- _____WPC chair sends suggestions for additional invitees (e.g., special interest groups) to the dean's office for each program. These suggestions are additional to individuals on the mailing list.
- _____WPC regularly revises the mailing list.