

Visitors and Guest Speakers Policy

Visitors and Guest Speakers

John Chambers College of Business and Economics

Last Update: 07/01/2025

Purpose and Scope:

This policy explains practices within Chambers College regarding the scheduling of visitors and corresponding payment of honorariums and travel reimbursement. For the purposes of this policy, visitors include guest speakers as well as faculty candidates attending on-campus interviews.

Introduction:

There are scheduling preferences and specific reimbursement practices for faculty candidates and guest speakers visiting Chambers College. These practices are designed to maximize the experience for the visitor and maintain reasonable costs for travel reimbursement.

Policy/Procedures:

1. Scheduling Dates to Avoid

It is our practice not to book visitors around home football weekends due to the high cost and lack of availability of hotel rooms. Exceptions to this practice require Dean's approval.

2. Guest Speakers

Guest speakers are invited to Chambers based on curricular needs, foundation fund stipulations, and through dialogue with Department Chairs, Associate Deans, and/or the Dean. Guest speakers are paid a lump sum honorarium typically from an applicable foundation account. This one payment will include a reasonable amount to cover travel expenses and therefore, guest speakers are responsible for their travel expenses, and they are asked to arrange their flights, hotel, and transportation bookings accordingly.

3. On-Campus Faculty Searches

The Department Administrator will work with the Search Chair to schedule and execute the on-campus searches in conjunction with the Chambers Executive Project Manager/HR Strategic Business Advisor.

Costs covered by the Dean's Office:

- a. One dinner
- b. Two-night hotel stay.
- c. Flight (economy rate)
- d. Rental car
- e. Meals during interview day (breakfast/lunch)

Note: Additional nights/meals would be covered from departmental funds. The College has approved preferred vendors for hotels and meals out. This list is reviewed annually for cost effectiveness. Your Department Administrator will schedule which hotel/ dining options best fit the budget.

Reservations for Airfare/Car Rental

- a. Less than Two Weeks' Notice: The applicant will make the reservation
- b. Greater Than Two Weeks' Notice: Department Administrator will make the reservation

Note: Hotel reservations can be made by the Department Administrator at any time.

Interview Agenda for In-Person Interviews (1 to 1.5 days)

The Dean's office has templates (provided to search chairs) to keep the process consistent across the college. Interviews typically include:

- 30 minutes with Dean
- 30 minutes with Associate Deans (as a group)
- Lunch (on-site with staff & students*)
- breakfast on site. As time allows
- Campus tour (can be before start of the day)
- Optional City Realtor Tour
- 1.5-hour block for teaching or research presentations
- Remainder will be 30-minute blocks of 1:1 or small group as timing allows

Feedback Requirement

A feedback survey must be distributed to all faculty, staff, and students who actively participate in the interview process. Only individuals who directly participate and meet with the candidate are permitted to complete the survey. Any responses submitted by individuals outside this group will be removed.

- The college maintains an approved survey template for this purpose. This template may be adapted as needed, with input from the Chambers Executive Project

Manager/HR Strategic Business Advisor. Survey responses will be kept on file along with all other on-campus search documentation.

Dean Approval:

- _____ _12/4/2023_____

Signature

Date