

Visitors and Guest Speakers

John Chambers College of Business and Economics

Last Update: 11/29/2023

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 College Coordinator (Dean's Executive Assistant) will make all travel arrangements for faculty candidates if given proper notice so they can attend on-campus interviews. This includes processing travel reimbursement requests for incidentals like meal or uber expenses.

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.

Reservations for Airfare/Car Rental

- a. **Less than Two Weeks' Notice:** The applicant will make the reservation
- b. **Greater Than Two Weeks' Notice:** College Coordinator will make the reservation

Note: Hotel reservations can be made by the College Coordinator anytime

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

- a. The Dean's office has templates (provided to search chairs) to keep the process consistent across the college. Interviews typically include:
 - a. 30 mins with Dean
 - b. 30 min with Associate Deans (as a group)
 - c. Lunch (on site with staff & students* / breakfast/ one dinner out)
 - d. Campus tour (can be before start of the day)
 - e. Optional City Realtor Tour
 - f. 1.5-hour block for teaching or research presentations
 - g. Remainder will be 30 min blocks of 1:1 or small group as timing allows

Dean Approval:



12/4/2023

Signature

Date