

At the January 13, 2013 Executive Committee meeting Dr. Willson advised that the department was reinstating the Department of Educational Psychology, (EPSY) Distinguished Speaker Series. The department will provide support for up to 2 scholars per semester; up to \$5,000 per scholar for programs for bringing in Distinguished Speakers.

Procedures for requesting approval of EPSY Distinguished Speaker

Request made to:

In consultation with other programs, one or two programs per semester can nominate a prominent scholar for the EPSY Distinguished Speaker Program and submit nomination(s) to the Department Head. The scholar should be a person whose work has demonstrated national or international impact, and can present work that pertains to broad interests to the Department and College (and possibly across Colleges). Opportunities for nominations will be equitably distributed across programs periodically, with priority given to programs that have not invited a Distinguished Speaker. Programs should investigate the potential for additional College support for the visit.

Request approved by:

Requests and nominations are to be made to the Department Head in writing (via electronic mail). The Department Head will approve both the program that will invite a scholar as well as approve the nomination of the scholar for the EPSY Distinguished Speaker Program.

Travel Arrangements:

After confirming available travel dates with the Distinguished Speaker, contact Cathy Watson who will help with booking flights for the Distinguished Speaker. The University has worked with Noel's World of Travel and the contact person is Jo Ann Muzny JoAnn@noelstravel.com. You will need to provide information on the traveler's name as it appears on their I.D., traveler's date of birth, and traveler's frequent flyer number (if applicable). However, contact Cathy Watson first and she will provide any updated and necessary details for making travel arrangements.

Hotel arrangements:

Contact Cathy Watson to assist with booking lodging for the Distinguished Speaker. **MSC University Hotel** and **Vineyard Courts suites** are two highly recommended lodging options, because they are extremely conveniently located to Campus. In the event that both places are already booked, Cathy Watson has a *compiled list of lodging options*.

Develop Itinerary:

Distinguished Speakers are expected to interact with both faculty and students during their visit. A typical visit might be 2-3 days exclusive of travel. At least one address open to the university community is expected, another presentation or interaction focused on research faculty in the scholar's areas, and a meeting with program graduate students.

Contact Cathy Watson to assist with information on developing an itinerary for the Distinguished Speaker's visit. Itinerary planning includes coordinating people for

airport transportations, lodging and meal transportations, transportation to campus, and escort to various buildings on campus. Note that if scholar is staying at the Rudder Jessup B&B (near campus), transportation issues are greatly reduced. Scholar's presentation, meetings with undergraduate and/or graduate students, and meetings with faculty (either in groups or individually) will need to be scheduled and Cathy Watson will help schedule available rooms for those activities. Cathy Watson will also help with scheduling a location for a reception or luncheon (including coordinating catering if needed). For meals/dinners, please check out a Departmental credit card from Angela Welch. While it is expected that the scholar will be supported for meals, only one meal will be supported for a limited number of faculty in the program. Programs are invited to support other activities dependent on their resources.

Honoraria:

Honoraria are expected not to exceed \$1,500, and proposers are urged to pursue non-honoraria visits to reduce department expenses

Flyer:

Contact Cathy Watson who will assist with designing and creating a flyer for the Distinguished Speaker's presentation and related events. Cathy Watson will also help distribute the flyer via electronic mail and the College listserv.