

# P. . . . . S. . . . . H . . . W . . V . . . P. . . . .

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## D a . . . . .

\_\_\_\_\_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 sp\_\_\_\_\_Sends speaker's biography, photo, home address, lecture ti

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.

## **D a, O, c**

- \_\_\_\_\_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.

## **W a i, P, o, a & C, a & p**

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