

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

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, < < _

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