

## **Distinguished Lecture Series Nomination Form Instructions**

### **Faculty Nominator**

The Chair of the Distinguished Lecture Series (DLS) Committee will send out emails with timelines and links each fall and spring to notify faculty, when to apply.

The faculty nominator will complete a nomination form, using the following link:

<https://www.shawnee.edu/about-us/provost/distinguished-lecture-series-nomination-form>

Please read the nomination form and provide all the information that is required to submit. Providing the home address of the speaker not their work address is recommended for contract processes.

Maximum funding total for event is \$3,000. Total includes speaker fee, catering, printing, and any travel funds per SSU travel guidelines. Any expenses over that amount must be paid by the nominator.

This nomination form is sent automatically to the Provost Executive Assistant, DLS Committee Chair for approval. Once the application has been approved, the nominator will receive a completed nomination form via DocuSign.

Please inform the speaker that the Provost EA will be reaching out to them either via phone or email, if additional information is needed. The Provost EA will be processing the service contract once the nomination form has been fully approved by the DLS Committee.

### **Provost Executive Assistant (EA) Budget**

Once nominator has completed their section of the form, the form is automatically sent to the EA, who will prepare the travel budget. Using SSU travel guidelines, each field will be entered. If type of expense is not being paid, please enter 0 in that field.

Overnight stays are usually for one night only unless the presentation is being offered more than one time.

The EA will need to ensure that total costs do not exceed \$3,000.00. If the amount exceeds the \$3,000.00 limit, modifications will need to be made to the budget, where possible.

Once the budget area has been completed, the EA will initial the form and the form will automatically be sent to the DLS Committee for review and approval.

### **DLS Committee Chair**

The DLS Committee will review the nomination form and either approve or deny.

If the form is approved, an email notification will be sent to the EA and the EA will start working with the speaker to process a contract using iContracts.

12/14/2022

The EA will use procedures found in the EA Training guide to process all DLS requests. All contracts should be submitted at least four weeks prior to the event.

If the form is denied, the DLS Chair will decline to sign the nomination form and enter a reason for the denial in the comment box.

Questions in regards to this procedure, please contact Provost EA at extension 3472.