



Cecil H. and Ida Green Honors Chair GUIDELINES

The Cecil H. and Ida Green Honors Chair program brings distinguished visitors to campus – notable scholars, scientists, writers, artists, and leaders – to enhance, inspire and enrich faculty and students with presentations and activities, while nurturing positive town-and-gown relations with the community.

Green Honors Chairs are managed through each dean’s office, including invitation, scheduling, agendas, meetings, marketing, travel, accommodations and budgeting.

EXPECTED ACTIVITIES: Presentations and meetings with faculty and students, departmental seminars, faculty colloquium, public lecture open to off-campus audience (especially Premier Green Honors Chairs), meetings with University administrators, and other professional endeavors.

LENGTH OF VISIT: 2-7 days.

	CRITERIA	SPONSOR	SELECTION	HONORARIUM	EXPENSES
Green Honors Chair	Nationally known.	Sponsored by a single department, school or college.	Process determined by each college and department and approved by dean.	UP TO \$6,000	\$1,500
Premier Green Honors Chair	Nationally or internationally known with an interdisciplinary story to tell.	Cross-disciplinary or interdisciplinary, with the support of at least two deans.	Reviewed and selected by deans. One per semester. No more than 2 per year.	Up to \$20,000	\$3,000

GREEN HONORS CHAIR PROCEDURES

1. **GUIDELINES:** Dean’s Office manages the nomination and selection of Green Honors Chairs within their school or college, including nomination requirements. Deans determine and oversee the timeline, eligibility and rotation schedule for each department.
2. **FUNDS:** Dean’s Office accesses funds for honorariums (up to \$6,000) and miscellaneous expenses (\$1,500) per Green Honors Chair each year as designated below. Funds are distributed solely for

confirmed Green Honors Chairs. If unscheduled, declined or otherwise unused, the funds will not be distributed. No deferrals to another year.

3. BUDGET: Dean's Office manages all appropriate forms for contract and expenses. Expense codes are provided to the Dean's Office by the Provost's Office.
4. INVITATION: Dean sends letter of invitation.
5. SUBMIT: Dean's Office submits confirmed Green Honors Chair (name, title, bio) to the Provost's communications director (Elaine Cole) to include on the website.
6. TRAVEL: Dean's Office or the host department manages all travel arrangements. Reimbursement for reasonable travel expenses to and from campus should align with the Policies for University Related Business Expenses. In general, airfare should be booked in coach.
7. ACCOMMODATIONS: Dean's Office of the host department manages accommodations. Hyatt Place Fort Worth, Courtyard Marriot and Hilton Garden Inn will invoice TCU directly. You may also reach out to Brite Housing for room availability at Leibrock Village.
8. FILMING: Check with the Center for Instructional Services or you may hire a videographer and/or photographer within your budget.

GREEN HONORS CHAIR PER ACADEMIC YEAR

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
AddRan College of Liberal Arts	3	4	5	4	4	5	4	4	5
Burnett School of Medicine			1			1			1
College of Education		1			1			1	
College of Fine Arts	2	2	2	2	2	2	2	2	2
College of Science & Engineering	4	4	3	4	4	3	4	4	3
Harris College of Nursing and Health Sciences	1	2	2	1	2	2	1	2	2
Honors College	1			1			1		
Neeley School of Business	2	2	1	2	2	1	2	2	1
Schieffer College of Communication	1	1	2	1	1	2	1	1	2
Native American and Indigenous Peoples	1	1	1	1	1	1	1	1	1
Premier Green Honors Chair	2	2	2	2	2	2	2	2	2

PREMIER GREEN HONORS CHAIR PROCEDURES

1. **CRITERIA:** Nominations must come from at least two deans representing a cross-disciplinary or interdisciplinary partnership.
2. **NOMINATIONS** ([nomination form is available here](#)) SHOULD INCLUDE:
 - Vita, resume or bio of nominee
 - Letters of support from each nominating dean
 - Planned activities
 - How the visit will enhance TCU's mission or strategic plan
 - Assessment plan
 - Marketing and communications plan (template included in nomination form)
3. **FUNDS:** Hosting Dean's Office accesses funds for Premier Green Honors Chair honorarium (up to \$20,000) and miscellaneous expenses (\$3,000). Hosting Dean's Office will receive funds solely for confirmed Premier Green Honors Chairs. If unscheduled, declined or otherwise unused, the funds will not be distributed.
4. **SELECTION:** All academic deans review nominations and vote on selection once each spring (by March 15) and once each fall (by October 15). Visits may take place within the following three semesters.
5. **SUBMIT:** Hosting Dean's Offices submit the confirmed Premier Green Honors Chair and all nomination materials to the Provost's Office, as well as all supporting marketing materials as created.
6. **INVITATION:** Provost sends letter of invitation.
7. **BUDGET:** Hosting Dean's Offices manages all appropriate forms for contract and expenses. Expense codes are provided by the Provost's Office.
8. **TRAVEL:** Hosting Dean's Offices manages all travel arrangements. Reimbursement for reasonable travel expenses to and from campus should align with the Policies for University Related Business Expenses. First-class airfare may be offered with prior permission from the Provost's Office.
9. **ACCOMMODATIONS:** Hosting Dean's Offices manage all accommodations. Numerous high-quality hotels are available in Fort Worth. Hyatt Place Fort Worth will invoice TCU directly. You may also reach out to Brite Housing for room availability at Leibrock Village.
10. **FILMING:** Check with the Center for Instructional Services for free filming. Other filming and photography must be covered by the hosting deans' budgets.