



**Cecil H. and Ida Green Honors Chair  
GUIDELINES - PREMIER**

[provost.tcu.edu/faculty-resources/green-honors-chair](http://provost.tcu.edu/faculty-resources/green-honors-chair)

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.

Premier Green Honors Chairs are managed through the presenting deans’ office, including the invitation, scheduling, agendas, meetings, marketing, travel, accommodations and budgeting.

EXPECTED ACTIVITIES: Presentations and meetings with faculty and students, departmental seminars, and faculty colloquium. A public lecture for off-campus audience. Meetings with University administrators. Other professional endeavors.

LENGTH OF VISIT: 2-7 days

**PREMIER GREEN HONORS CHAIR  
AT A GLANCE**

CRITERIA	SPONSOR	NOMINATION	APPROVAL	HONORARIUM	EXPENSES
Nationally or internationally known with a cross-disciplinary or interdisciplinary story to tell.	Must be sponsored by at least two deans.	Nominations are made twice a year. Forms are available on the website.	All deans review and approve one per semester, not more than two per year, from the submitted nominations.	Up to \$20,000	\$3,000

**PREMIER HONORS CHAIR  
PROCEDURES**

1. NOMINATIONS ([nomination form is available here](#)):
  - o Vita, resume or bio of nominee
  - o Letters of support from each nominating dean
  - o Planned activities
  - o How the visit will enhance TCU’s mission or strategic plan

- Assessment plan
  - Marketing and communications plan (template included in nomination form)
2. FUNDS: Hosting Deans' Offices access funds for the Premier Green Honors Chair honorarium (up to \$20,000) and miscellaneous expenses (\$3,000). Hosting Deans' Offices will receive funds solely for confirmed Premier Green Honors Chairs. If unscheduled, declined or otherwise unused, the funds will not be distributed.
  3. SELECTION: All academic deans review nominations and vote on a selection once each spring (by March 15) and once each fall (by October 15). Visits may take place within the following three semesters. Note: If only one nomination is received for a given semester, it is automatically approved without a vote.
  4. SUBMIT: Hosting Deans' Offices submit confirmed Green Honors Chair name, title, bio, photo and subsequent marketing materials to the Provost's communications director (Elaine Cole) to include on the website.
  5. INVITATION: Hosting Deans' Offices send a letter of invitation.
  6. BUDGET: Hosting Deans' Offices manage all appropriate forms for the contract and expenses. Expense codes are provided by the Provost's Office.
  7. TRAVEL: Hosting Deans' Offices manage 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.
  8. 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.
  9. PHOTOGRAPHY AND FILMING: Photography and/or filming are encouraged. Share with the Provost's Office for the website.
  10. MARKETING AND COMMUNICATION: Hosting Deans' Office manages all marketing and communication for the events and shares all marketing materials with the Provost's Office for additional promotion. **Required:** Post on the TCU website and tag as Green Honors Chair.