



OFFICE OF THE PROVOST

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, meetings with University administrators, and other professional endeavors.

LENGTH OF VISIT: 2-7 days

AT A GLANCE

CRITERIA	SPONSOR	SELECTION	HONORARIUM	EXPENSES
Nationally known	Sponsored by a department, school or college	Process determined by each college/school and department. Approved by the dean.	Up to \$6,000	\$1,500

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 the contract and expenses. Expense codes are provided by the Provost's Office.
4. **INVITATION:** Dean sends a letter of invitation.
5. **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.

6. ACCOMMODATIONS: Dean's Office or 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.
7. MARKETING AND COMMUNICATION: Dean's Office manages all marketing and communication for the event(s). **Required:** Post all events on the TCU Calendar and tag it "Green Honors Chair."
8. PHOTOGRAPHY AND FILMING: Photography and/or filming are encouraged.

GREEN HONORS CHAIR PER ACADEMIC YEAR

	25-26	26-27	27-28	28-29	29-30	30-31	31-32
AddRan College of Liberal Arts 15 depts.	4	5	4	4	5	4	4
College of Science & Engineering 11 depts.	4	3	4	4	3	4	4
Harris College of Nursing & Health Sciences 8 depts.	2	2	2	2	2	2	2
Neeley School of Business 7 depts.	2	1	2	2	1	2	2
College of Fine Arts 6 depts.	2	2	2	2	2	2	2
Bob Schieffer College of Communication 4 depts.	1	2	1	1	2	1	1
College of Education 3 depts.	1	1	1	1	1	1	1
John V. Roach Honors College 1 dept.			1			1	
Anne Burnett Marion School of Medicine		1			1		
Native American and Indigenous Peoples	1	1	1	1	1	1	1