



OFFICE OF THE PROVOST

PREMIER GREEN HONORS CHAIR NOMINATION FORM

At least two deans are required. Complete and submit this nomination form to the Office of the Provost (Wendy Bell). If more than one Premier Green Honors Chairs is nominated for the same semester, all deans will vote for their choice via email. Events can take place anytime within the following three semesters, one per semester.

Requesting Deans (at least 2):

Name of Proposed Chair:

Topic/Area of Expertise:

Dates of Visit:

Checklist of items to be attached:

- ☐ Nomination Form with Assessment Plan and Marketing & Communications Plan
- ☐ Current biography, vitae or resume
- ☐ Letters of support from supporting deans

Describe how the visit aligns with TCU's mission and strategic plan:

Activities planned during visit (symposium, seminar, classroom, student organization, etc.):

Preliminary Estimated Budget

Proposed Honorarium: _____

Meals: _____

Air: _____

Ground Transportation: _____

Parking: _____

Lodging: _____

Other Misc. Expenses: _____

Catering/Meals: _____

Room Rental: _____

Marketing Materials: _____

Videography: _____

Photography: _____

For reference: [TCU Reimbursement Policy](#)

Assessment Plan

Learning Outcome #1

What will students will be able to do or know after the event. Focus on mastery level assessment. Be specific and make sure your outcome is measurable.

Measures of Assessment

Specify methods of evaluation (i.e., student surveys, ID swipes, essay responses, portfolio section, written reflection, or performance). If collecting a student work product, list tool or rubric to evaluate learning/engagement.

Targets and Expectations

List your criteria for success.

Learning Outcome #2

What students will be able to do or know after the event. Focus on mastery level assessment. Be specific and make sure your outcome is measurable.

Measures of Assessment

Specify methods of evaluation (i.e., student surveys, ID swipes, essay responses, portfolio section, written reflection, or performance). If collecting a student work product, list tool or rubric to evaluate learning/engagement.

Targets and Expectations

What is your criteria for success?

Marketing and Communications Plan

Work with the college or school marketing and communications person and/or with TCU Marketing and Communication.

How will you promote to students?

Communications outlets such as calendar, flyers, emails, social media, What To Do at TCU

How will you promote to faculty and staff?

Communications outlets such as TCU Today, flyers, emails, social media

What incentives, if any, will you provide for students to attend?

What incentives, if any, will you provide for faculty and staff to attend?

What media opportunities might exist?

Will the speaker have time to do interviews with reporters? Is there a story option for TCU Magazine? Will local media be invited to attend the event?