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## A GUIDE TO COMPLETING THE “HOOKER VISITING PROFESSOR PROPOSAL”

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Each year, the University allocates funds from the Hooker Trust to the Faculty of Health Sciences to allow for distinguished scholars to visit the University and provide a formal lecture and/or educational activities that will further enhance the reputation, research and educational programs of the Faculty. The Faculty of Health Sciences will appoint two Hooker Distinguished Visiting Professors annually.

As per the [Terms of Reference](#), two eligible Departments/Schools have been randomly selected for the next seven years and [posted on the FHS Faculty Relations website](#). This list will continue on a rotating basis and be updated accordingly (linked above).

Each year, in **June**, the two designated Departments/Schools will be notified of their eligibility to invite a Hooker Distinguished Visiting Professor for the **following calendar year**.

The two Departments/School must submit the following items to the **FHS Faculty Relations Office by October 31<sup>st</sup>** for a visit to take place in the following calendar year:

A **one-page** proposal that includes the following details:

- Description of the candidate, briefly highlighting their background and major achievements
- Description of the nature of the visit (i.e. formal lecture and/or educational activities)
- How this visit will further enhance the reputation, research and educational programs of the faculty
- Date(s) of the visit if known

Curriculum Vitae

The Faculty Relations office will submit the proposals to the FHS Nominations and Awards Committee for review and approval at their **November** meeting. The Departments/School will be notified of the committee's decision shortly after.

Upon approval, the Department/School must then submit the necessary documentation for a Hooker Distinguished Visiting Professor appointment as per the [checklist](#) and submit to the **FHS Faculty Relations Office** at least **6 weeks prior** to the proposed start date.