
TERMS OF REFERENCE

HOOKER DISTINGUISHED VISITING PROFESSOR TRUST FUND

Policy

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 normally appoint two Hooker Distinguished Visiting Professors annually.

Each Department/School that is approved to invite a Hooker Distinguished Visiting Professor will ensure that these visits are advertised widely so that all interested students and faculty are aware of the lecture and/or educational activity. Additionally, they will ensure that all promotional materials clearly indicate that the individual has been appointed as a "Hooker Distinguished Visiting Professor".

Honorarium/Travel Expenses

Each appointment as a Hooker Distinguished Visiting Professor will be funded for an amount up to \$10,000. These funds will be available for payment of an honorarium as well as to reimburse the cost of travel and accommodation for the visitor.

All claimed expenses of the visitor must follow the existing expense reimbursement policies of the University and will initially be paid by the Department/School. Once all expenses have been processed, the Department/School will submit the appropriate supporting documentation to the FHS Finance Office for reimbursement. Should the total expenses for the visit be less than \$10,000, the excess funds will remain in the Hooker Trust to be allocated in future years. Should the expenses exceed \$10,000, the Department/School will be responsible for these costs.

Procedure

Each year, two Departments/Schools will be identified as being eligible to invite a Hooker Distinguished Visiting Professor. The Departments/Schools will be chosen on a rotating basis to ensure that everyone has the same opportunity to access the funds.

Departments/Schools will be notified in June of their eligibility. The Department/School must submit a one-page proposal for this appointment to the FHS Nominations and Awards Committee by October 31st, for visits to occur in the upcoming calendar year.

The committee will review and approve these proposals at their November meeting. If either or both of the selected Department/School chooses not to submit a request, the next one or two Departments/Schools on the rotation will be contacted to submit a proposal. These proposals will be due to the committee by January 15th and the Departments/Schools will be notified of the outcome as soon as possible following review by the Nominations and Awards Committee.

From time to time, there may be excess funds available in the Hooker Trust. Departments/Schools that have identified an exceptional candidate but are not eligible in the current year may submit a proposal and request special consideration. These requests are due to the committee by October 31st. Pending funding availability, and the strength of the proposal, the Committee may approve the appointment of an additional Hooker Distinguished Visiting Professor.