Dean’s Lecture Series

Terms of Reference

May 2018

Overview

The Faculty of Medicine & Dentistry (FoMD) has established the Dean’s Lecture Series to create greater research impact and profile for the Faculty. The Dean’s Lectures Series is a way to cultivate our international presence in biomedical research and to contribute significantly to the vitality of our research and academic environments.

Hosting world-renown scientists from other centres is critical for sharing knowledge and academic experiences with our faculty and trainees and raising the visibility and profile of our University. Face-to-face encounters are instrumental in exchanging information, generating ideas and creating new research collaborations that also eventually lead to new research funding. Exposure to visiting scientists is also essential for the training and development of our graduate students and postdoctoral fellows. In-person interactions with top-quality visiting scientists enhance the educational experience and may lead to connections that help our graduates secure research positions. Profiling our University to visiting scientists is also a way for us to recruit exceptional researchers into our programs. Scientists are able to visit the University and experience the intellectual environment, people and resources that exist here.

The goals of the Dean’s Lecture Series are to:

• Continue to drive a culture of excellence in the Faculty
• Provide an opportunity to showcase the FoMD to national and international colleagues
• Increase our potential for national and international collaborations
• Enhance the research experience for our trainees
• Support recruitment strategies for our Departments

Guidelines:

1. A Dean’s Lecturer can be nominated by a FoMD Department or Institute, who will act as Host. A department chair or institute director may name a designate to serve as host. One Department or Institute may host a Dean’s Lecturer once a year.

2. The Dean’s Lecturer must be a high-caliber researcher and will be evaluated for their international reputation through their publication record, awards and other recognitions. The primary function of the Dean’s lecturer is to give a research seminar targeted to a diverse audience that is open to all interested persons in the FoMD. They are also required have interactions with all interested research trainees.

3. For Dean’s Lecturers who are visiting the FoMD as part of a complex trip, the part of the budget requested for the FoMD portion of the travel and the Visiting Speaker’s itinerary should be clearly documented as an attachment. FoMD will not provide travel costs for the Dean’s Lecturer to participate in a conference. For a Dean’s Lecturer who is also attending a conference as part of the trip, only expenses for additional hosting and housing outside the period of the conference are eligible. Should the conference be outside of Edmonton, return transportation expenses to Edmonton from the conference site are eligible.

4. Speakers at Conferences are not supported by this fund; hosts should instead apply to the Conference/Symposium Fund.
**Maximum Award:** $3000 for travel and honorarium with an additional $200 for advertising expenses. The visit must be completed and all claims submitted within 6 months from the award date.

**Communication:** The host is responsible for completing the seminar notice templates provided with the indicated information and sending them to the Executive Assistant in the Office of Research for distribution. The department/institute must also distribute the seminar notices to their regular distribution list. Finally, the host is responsible for generating two large posters for stands outside of the Dean’s office and the Office of Research.

**Eligible Costs:** University of Alberta guidelines apply with respect to expenditures. In particular, receipts must be provided for all expenses including Visiting Speaker meals, and alcoholic beverages cannot be purchased using these funds.

**Transportation:** Hosts must make every effort to minimize costs, including purchase of economy class tickets. A copy of the flight details including the estimated cost (e.g. from the Air Canada web site or other travel site) must be provided.

**Airport parking and transportation to/from airport:** Actual cost in Speaker’s home city (maximum $150), maximum $120 in Edmonton.

**Living Allowance:** Accommodation and meals at actual cost, with receipts, to a daily maximum of $260. This amount is based on hotel costs near the University and the University of Alberta meal allowance per diem ($60), for a maximum of four days. Hosted meals should not be included in the Living Allowance, but meals during travel should be included.

**Honorarium:** An honorarium of $500 can be offered.

**Hosting Allowance:** Maximum $150 per day to a total maximum of $300, dependent on itinerary and length of stay.

**Reimbursement procedure:** Successful applicants will be notified of the amount of the award and an account from which to claim expenses related to the visit. All claims must be supported by original receipts. Expense Reimbursement and Visiting Speaker Honorarium forms are available from the Human Resource Services office.

**Deadlines and Application instructions:** Applications will be reviewed monthly by the Visiting Speaker Committee. Complete applications, including attachments, must be submitted by the first of each month (or the first business day if the first falls on the weekend or is a formal holiday). The Committee will not consider applications for visits occurring before the application deadline or in the same month as the application.

Submit one **typed** original application with attachments to: Jasmine Irvine, Office of Research, Faculty of Medicine and Dentistry, 2-13 HMRC. For more information contact vdradmin@ualberta.ca