

Seminar Policies and Procedures

Department of Chemistry

Indiana University

The goal of this document is to outline policies and procedures for hosting seminar speakers in the Department of Chemistry. We recognize that there will be many individual circumstances for which adaptation will be needed, but as much as possible, we aim to follow these policies and procedures to streamline the process for faculty and staff involved in hosting the speakers.

What problems are we trying to address with this document?

- *Some seminars are not being scheduled properly, so that there is a late rush to make arrangements. In some cases, we have had too many seminars in the same week.*
- *Some faculty are not aware of the opportunities for inviting seminar speakers. In some areas, there is a need for better coordination of seminar speakers.*
- *Need to promote diversity in seminar speaker list.*
- *Faculty hosts need to understand their responsibilities for their guest speakers and fill in schedule gaps when needed.*
- *Student-selected seminar opportunities to be made available to graduate student groups in the Department, who will receive guidance from a faculty advisor.*

Executive Summary

Seminars must be scheduled on the official Department calendar by the seminar coordinator (chemsem@indiana.edu) as soon as possible.

Each area is limited to six external speakers per year from Departmental funding. Faculty are encouraged to coordinate seminars as a series, as much as possible, and to encourage diversity in invited speakers.

Area Coordinators will be responsible for managing the speaker allocation for the area. Area Coordinators are currently (5/30/23): Jacobson (analytical), Van Nieuwenhze (chemical biology), Smith (inorganic), Ye (materials), K. Brown (organic), and C. Jarrold (physical).

In addition to the area-specific seminars, the Department will support two student-selected seminars (to be approved in advance of invitations), one seminar on chemical education, and one seminar on issues related to diversity, equity, and inclusion.

In order to make our seminar program more impactful and to improve attendance, no more than three external speakers will be scheduled in one week, no regular seminars will be scheduled in the same week as a distinguished lecture, only one distinguished lecture will be scheduled per month, and December and January will be reserved for faculty recruiting.

Each external seminar speaker, including student-selected speakers, must have a faculty host. Seminar coordinator will send three requests to faculty to fill the visiting speaker's schedule, after which the schedule is the responsibility of the faculty host.

Chemistry-affiliated graduate student organizations are invited to apply to host a student-selected seminar supported by the Department by contacting the Chair (chemchr@indiana.edu) before July 1.

Section I. Departmental Seminars

1. Selection of Seminar Speakers

As much as possible, the Department encourages coordination between members of research areas (Analytical, Chemical Biology, Inorganic, Materials, Organic, and Physical) in developing the seminar speaker list. Coordination among the groups should help promote a diversity of topics in the seminar series as well as diversity of the speakers, including considering a diversity of career stages of speakers.

If a faculty member wishes to host a seminar speaker, they are encouraged to discuss that with the other members of their area, but at a minimum, they must seek the approval of the Area Coordinator. Each area is limited to six external speakers per year and so each of those six must be approved by the Area Coordinator to confirm that a speaker is using up one of the slots for that area. Our seminar budget does not allow for international airfare for seminar speakers.

Please note that the limit of six external speakers does not include distinguished lectures or internal speakers (including faculty from our department or other departments, promotion seminars, and student seminars). The limit also does not include speakers that are funded by other sources, such as grants that allow for hosting collaborators on campus (especially center type grants), research accounts, sponsorship from the Institute for Advanced Study, specially approved funding from federal agencies for symposia or research seminars, or industrial funding to support seminars or symposia.

2. Inviting the Speaker

Before a speaker is invited, the speaker needs to be approved by the Area Coordinator and contact must be made with the seminar coordinator (chemsem) to check on available dates. We will avoid scheduling external seminar speakers during the same week as any distinguished lectures and try to keep the number of external speakers at three or fewer in any given week. Those limits do not include student seminars or internal seminars, but as much as possible, the overall idea is to spread out the seminar talks over the year when feasible.

Before inviting the speaker, a faculty member must be designated as the faculty host. It is expected that the host be present during the entirety of the seminar visit, and that this host will take ultimate responsibility for hosting the speaker and filling in any gaps in the schedule with their own time. The host should plan to attend the seminar dinner and give the introduction for the speaker.

As soon as the date is confirmed with the speaker, it is important for the host to notify the seminar coordinator of the selected date. Once the seminar date is confirmed, the seminar coordinator will immediately add this to the department calendar, so that it is visible to all members of the department and to the general public. In order to post the seminar to the calendar, the seminar coordinator will need to know the name of the speaker, their department, their institution, the faculty host, and the designation of the seminar (e.g., Organic Seminar or Physical Seminar). It is the responsibility of the faculty host to transmit this information to the seminar coordinator to get the seminar on the calendar. Much of that could be done in advance of confirming the speaker date. The title and abstract for the seminar can be added to the calendar later.

3. Setting Up the Seminar Visit

Approximately eight to twelve weeks in advance of the seminar visit, the seminar coordinator will reach out to the speaker to plan travel arrangements.

Approximately three weeks before the seminar visit, the seminar coordinator will seek input from the faculty host on whom they would recommend for visiting with the speaker. The seminar coordinator will contact these recommended individuals first when filling out the schedule. Approximately two weeks before the seminar, the seminar coordinator will contact all of the faculty to invite them to be on the visit schedule. A third and final request for appointments will be sent one week in advance of the seminar. Faculty should be aware that when the third request email comes to their inbox that this is the last chance to sign up with the speaker and if they see any open spots on the schedule, if possible, they should volunteer to fill those spots. The visit schedule will then be passed to the faculty host, who will be responsible for filling any remaining appointment spots. This will need to be completed promptly, so that the seminar coordinator can send the final schedule to the speaker before they travel to Bloomington and to those who are on the schedule.

4. During the Visit

Any gaps in the schedule or any last-minute adjustments will need to be accommodated by the faculty host. It is expected that the faculty host or their student will meet the speaker 15 minutes prior to the seminar to assist them in setting up the technology.

5. Seminar Reimbursement

The seminar coordinator will reach out to the seminar speaker to arrange reimbursement for reasonable travel expenses, consistent with IU policy. Dinners with the seminar speaker will be reimbursed up to a maximum of \$250. Lunch, typically with graduate students, can be paid directly by voucher at the Tudor room or reimbursed up to \$120.

Section II. Distinguished Lectures

Our department has the privilege of hosting eight distinguished lecture series, thanks to the generosity of our alumni, colleagues, and other donors. These lectures represent a special opportunity to invite high profile speakers to our department, including some international speakers, which builds our own reputation and provides an outstanding educational and career development opportunity for our faculty and our students. We want these distinguished lecture opportunities to realize their full potential and therefore they should be considered special events that draw broad participation.

Distinguished lecturers will present a colloquium style seminar accessible to the entire department, as well as a more focused research seminar to the area relevant to their research. The colloquium will be followed by a reception. Distinguished lecturers should expect to spend two full days on our campus.

Nominations for distinguished lecturers may be submitted to the Colloquium Committee (chemchr@indiana.edu), who will meet twice per year to select speakers. The Colloquium Committee consists of the Area Coordinators and the Department Chair and will seek to ensure a diversity of topics and speakers in the distinguished lecturer series. After the Colloquium Committee selects distinguished lecturers, formal invitations will be sent by the Department Chair. Distinguished lectures may be scheduled more than a year in advance. They will generally be scheduled so that there is no more than one distinguished lecture per month and only during the fall or spring semesters. Each distinguished lecture will have a faculty host who will have similar responsibilities as outlined above for a regular seminar.

Section III. Student-selected Seminars

Chemistry-affiliated student organizations can submit a request to the Department Chair to host a student-selected seminar. The Department aims to support two student-selected seminars each year and this opportunity is open to different student groups. Some students groups raise other funds to support additional student-selected seminars.

Student organizations that are interested in hosting a seminar speaker should contact the Department Chair (chemchr@indiana.edu) to apply for one of the two speaker slots before July 1. To apply, submit the following information: two or three suggestions for a potential speaker (but do not contact the speaker yet), name of faculty host to serve as back-up and advisor to student hosts (could be the student organization faculty advisor), justification for how hosting a seminar will advance the goals of your student organization and serve graduate students in the Department of Chemistry.

Student-selected seminar speakers will have a student host, as well as a faculty host to advise the student host (this will usually be the faculty advisor of the student organization or another faculty member with a connection to the speaker). Before sending an invitation for a student-selected seminar, funding must be approved by the Department Chair and the wording of the invitation email must be approved by the seminar coordinator and faculty host, particularly with regard to language regarding travel expenses. Department funding will not include honoraria for student-selected seminars.

May 30, 2023