



## **Guest Speaker Funding Policy and Procedures**

### **A. Purpose**

To establish the guidelines and process for College sponsored guest speakers at colloquia and in other forums.

### **B. Audience**

Glenn College faculty, staff, and students

### **C. Policy and Procedures**

Policy The College will provide up to \$1,500 each semester to support the travel expenses and/or honorarium of an approved guest speaker at colloquia.

Procedures The Director of Doctoral Studies must draft a proposal for funding and submit it to the Associate Dean for Faculty at least six weeks in advance of the planned presentation.

Timelines These funds are only available in the academic semester in which they are approved. Authorization to spend these funds cannot be carried over from one semester to another nor from one year to the next. The funds cannot be accumulated over multiple years.

### **D. Policy Contact**

John Glenn College of Public Affairs

- Kim Young, Chief Administrative Officer, [young.1807@osu.edu](mailto:young.1807@osu.edu), 614-292-7221

Last updated: 11/15/2021