

Distinguished Visitor Program Administrative Procedures

The program is a unified effort of Advancement (Adv), Career Services (CS), Faculty and Administrators to coordinate campus visits for distinguished visitors (alumni, friends, honorary degree recipients, volunteers, prospective employers). The Host is the individual who invites the visitor and covers any campus expenses (e.g., lunch). The visitor usually covers his/her own travel expenses.

This coordination service is available to the campus community but no one is required to avail themselves of it. The attached form provides direction to Career Services, who will coordinate the itinerary. It will also be helpful for the deans to use the form when alumni offer their services. This will help build goodwill and provide a streamlined way to record alumni interest and potential.

Faculty-initiated visitors and guest lecturers may continue outside this process, although they can utilize the program should they prefer

Procedure:

1. Visit Request Form - Part 1: Completed by Host and sent to CS, Advancement and Appropriate Dean/VP for availability/assignment.
 - Identifies visitor and interests. Completed by Host and provides background details. Specifies who will confirm itinerary with visitor.
2. Visit Request Form - Part 2: Completed by Dean/VP returned to CS and Advancement.
 - Response mechanism from Dean/VP to provide their input on faculty/classes/events to include in the itinerary including their own interest / availability.
3. CS gets response and sets up proposed visitor itinerary working with Faculty, Administrators, Student Affairs, Events, etc.
4. CS Sends Itinerary to Host and appropriate Dean/VP for coordination. OK to finalize schedule is given to CS.
5. CS or Host (as indicated on form) provides itinerary to visitor and follows up with phone call to finalize logistical arrangements.
6. CS confirms all details with participating faculty/staff and host (within 24 hours).
7. CS sends welcome letter to visitor with parking pass and campus map.
8. Day of Visit: Visitor checks in with Host and begins itinerary.
9. Followup: Host sends thank you to visitor and copies CS.
 - CS email to thank campus participants/get feedback about visit.
 - CS forwards comments to Host with Visit Evaluation Form.
 - Host completes Visit Evaluation Form and returns it to CS.
 - CS forwards evaluation summary and itinerary to Adv for Banner entry and copies Host and Dean/VP.