

School of Journalism Visiting Professionals Policy

Visiting professionals are an important part of the educational experience at the School of Journalism. Inviting visitors is a benefit for our students and faculty that we want to continue. Many professionals are willing to visit the J-School without any compensation from the School. This policy concerns visitors who require funding for travel, lodging, meals, etc. It also involves visitors who will be meeting with multiple classes and/or faculty in which the Dean's office is asked to help with coordination.

Dean's office permission is necessary before an invitation can be extended to any visiting professional requiring funding for travel, lodging, meals, etc. If you are not sure if funding for travel, etc. will be required, please discuss your plans with the Dean's office before offering the invitation.

The Dean's office can coordinate travel and lodging plans for visitors. Advance notice is required. Lunches for visiting professionals with faculty need to be planned and announced to the faculty at least two weeks before the event. Lunch orders for other visitors require at least two days notice. Transportation and lodging require a minimum of four weeks' notice.

Professionals-in-Residence Program

Susanne Shaw will continue to coordinate the classroom schedule for the Professionals-in-Residence program. All suggestions for invitations for these professionals should be sent to her first. The School brings in from two-three Professionals-in-Residence each semester with the criteria that these professionals have the greatest utility as classroom visitors as well as faculty education. Their time here is highly scheduled, including classroom visits, faculty lunch, meetings with small groups of students, and meetings with others on campus who may benefit from their visits.

Parking Permit/Hooded Meter Policy

Parking permits and hooded meters are coordinated by Jennifer Paasch. At least three business days notice is required to make the arrangements. Please be judicious in making these requests as the School spends a significant amount each year in paying for these meters as needed.

Always inform the Dean's Office about any classroom visitors so it can be reported in the Monday Memo.