

Colloquium Funding Guidelines

The following guidelines provide direction and answer FAQs for reimbursing expenses for colloquia speakers and related events.

- As a guiding principle, faculty organizing colloquia should see themselves as stewards of department resources, which are intended to be used for the general good of the department.
- In general, department funds should go to the speaker (for meals, travel expenses, honoraria, etc.), not to our faculty, our friends and family, or to the speaker's friends and family.
- The exception to the previous guideline is activities (usually meals) that provide clear professional benefits to the department, such as contributing to faculty research or to the training of graduate students.
- The department funds meals for speakers through a per diem allowance. The only exception is meals that qualify as activities of professional benefit to the department (see previous guideline).
- Spaces at department funded meals and activities should be made available to all department members and graduate students, for instance, through a general invitation.
- When it is necessary to select individuals to attend activities and meals, some preference should be given to individuals who have not historically availed themselves of meals and to individuals whose research would benefit from greater time with the speaker.
- In organizing department activities and meals, the priority should be on inclusion, which means that we should choose less expensive restaurants that allow us to fund more participants.
- The department does not pay for alcohol for graduate students.
- The department does not reimburse alcohol expenses for faculty or spouses.
- Some colloquia are opportunistic (i.e., they take advantage of the fact that a speaker will be in town already for other reasons). We do not generally pay travel expenses for opportunistic talks.
- Nominations for opportunistic talks are open to any tenure-track faculty member.