

IMPORTANT PROCEDURAL INFORMATION

PHI BETA KAPPA VISITING SCHOLAR PROGRAM, 2009-2010

Each Visiting Scholar will be invited to make visits in response to chapter requests and subject to the Scholar's other obligations. Ordinarily, a week is divided into two visits of two days, in Monday-Tuesday and Thursday-Friday combinations, with Wednesday reserved for travel and rest. The Scholar usually arrives the evening before the visit and leaves the morning after.

Since it is not possible to fill all of the chapters' requests, priority will be given to those institutions not located in major metropolitan centers or that do not have extensive resources on which to draw for similar programs.

Schedules will be worked out by the national office in accordance with requests received from the chapters by **April 15, 2009**. The proposed dates of the Scholar's visit will be submitted to the chapter during the late spring or early summer. If the dates are acceptable, they should be confirmed by the chapter within two weeks of the time notice is received. No engagement will be confirmed to the Scholar until the chapter has advised this office that the dates are acceptable.

The emphasis of each two-day visit should be upon activities in which undergraduates are participants. There will be one public lecture under chapter auspices. Arrangements for class and seminar meetings are worked out with department members in the Scholar's field of interest. (Chapters interested primarily in arranging for a speaker at an initiation meeting should request assistance from the Phi Beta Kappa Fellows Lectureship rather than from the Visiting Scholar Program.)

A service fee of \$500, to be paid by the sponsoring chapter, the interested departments, the sheltering institution, or by all jointly, will be billed against the chapter at the beginning of the semester in which the visit takes place. The sponsoring groups will also be responsible for the costs of housing, meals, and local transportation while the Scholar is their guest.