

DEPARTMENT OF PHYSICS & ASTRONOMY
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Procedures governing the organization and scheduling of department colloquia

Approved by Department on April 18, 2019; Department Chair: Christian Iliadis.

This document presents procedures for the organization and scheduling of colloquia in the Department of Physics & Astronomy. The colloquia have several important purposes, including: inspiring our faculty, postdocs, and students; building and maintaining a department community; presenting our department to external speakers. An invitation to give a colloquium represents an honor for the speaker. Likewise, the department is honored to host esteemed speakers.

1. At the end of the spring semester, the Department Chair or the colloquium committee chair sends a message to all faculty requesting nominations for external and internal¹ colloquium speakers². The message will explicitly ask for **names of people who are among the best speakers in their fields**. Faculty are encouraged to seek nominations from their postdocs and graduate students. Each faculty can nominate as many external and internal speakers as they wish.
2. The colloquium committee will meet in person in late spring/early summer and produce two **ranked lists of speakers**: one for external and one for internal speakers. Invitations will be sent to the prospective speakers until the schedule is filled.
3. Schedule: each semester, the department will schedule colloquia for about **eight** external speakers and **four** internal speakers.
4. Once a prospective speaker accepts the invitation, the faculty member who nominated the speaker will be responsible for scheduling the visit, including colloquium dinner, meeting with graduate students, etc. **Each faculty member can host at most one external and one internal speaker** per semester.
5. The invited speakers will receive travel information and an invitation letter from the Department Chair. The letter will explicitly state that the department colloquia are intended for a **general physics and astronomy audience, including graduate and undergraduate students**. Speakers who agree to present a seminar talk in addition to the colloquium can be reimbursed for an additional night stay.
6. Other than for exceptional circumstances, the regular colloquium time is **Monday, 3:30-4:30 pm**. It is strongly recommended that no departmental seminars are scheduled during this time.

¹ "Internal speaker" is defined as a speaker from local (i.e., Triangle Area) institutions including UNC-CH.

² Postdocs may also be invited for colloquia, if their nomination is approved by the colloquium committee.