

Operating Procedure for the Distinguished Lecturers Program

1. The Distinguished Lecturers (DL) Committee is a special committee of the SMC Society, appointed by the President and consisting of the following five members:
 - i. VP Membership (Chair)
 - ii. VP Technical Activities
 - iii. EIC of the SMC Transactions, Part A
 - iv. EIC of the SMC Transactions, Part B
 - v. EIC of the SMC Transactions, Part C

2. The procedure for operation of the DL Program is as follows:
 - i. The DL Committee will develop criteria for evaluation of distinguished lecturers. The Chair of the DL Program will request the members of the Board of Governors to solicit candidates.
 - ii. Each candidate will be requested to submit a biographical sketch, abstracts of two lectures, and availability for lectures to the Chair of the DL Committee.
 - iii. The DL Committee will evaluate and recommend a slate of distinguished lecturers for approval and appointment by the President. The term of appointment for a distinguished lecturer is two years with a possible two year extension.
 - iv. The names and lecture titles of the Distinguished Lecturers will be sent to the SMCS Webmaster and the Electronic Newsletter Editor for listing on the SMCS Web Site and the Electronic Newsletter. Requests for distinguished lecturers will be made to the Chair of the DL Program. Requests will include a matching contribution to be determined by the DL Committee in consultation with the Treasurer.
 - v. The DL Committee will review and update the list of distinguished lecturers. The President will be notified of changes in appointments and recommendations. The Chair of the DL Committee will send changes of the Distinguished Lecturer Program to the SMCS Webmaster and Electronic Newsletter Editor.

May 28, 2004