



**University
of Manitoba**

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

The Robert and Elizabeth Knight Distinguished Visitors Program

1. Purpose

The purpose of the knight Distinguished Visitors Program is to enhance the quality of higher education and research at the University of Manitoba and to enrich its academic life by supporting visits to the University by scholars in the fields of commerce, finance, economics, political studies, history and literature; leaders in the area of commerce, industry and government; and outstanding achievers from other disciplines who have made distinguished contributions to the advancement of knowledge or to cultural, social, and economic development.

The Program is intended to be flexible with respect to the range of activities in which a Knight Distinguished Visitor may engage while at the University. The Program will include an appropriate blend of interactions with the staff and students of the University and the public at large.

2. Eligibility

Nominations of individuals as possible Knight Distinguished Visitors may be made by any member of the University.

3. Type, Nature and Extent of Support

The Knight Fund will defray the costs of travel and subsistence for Distinguished Visitors and will provide them with an honorarium commensurate with the duration of the visit. In some circumstances, support for research and secretarial assistance will be considered although normally it is expected that this support will be provided by the nominating unit(s). The duration of visits may vary from a few days to one quarter of the academic year or longer and a feature of the Program is the delivery of a public lecture. It is customary for the University to host a dinner in honour of the knight Distinguished lecturer on the evening of the public lecture.

Requests submitted to the Knight Fund may include the costs associated with the organization of a symposium related to a Knight Distinguished Visitor. In such cases, the application may request support related to rental of a venue, catering, assistance with symposium organization, and symposium materials.

4. Evaluation Process

Applications for funding are adjudicated by members of the Advisory Committee for the Knight Distinguished Visitors Fund, who are appointed by the President and Vice-Chancellor of the University of Manitoba. Applications are assessed on the degree to which the proposed initiative is in accordance with the purpose of the Fund.

Note for 2020/21:

The COVID-19 pandemic has resulted in uncertainty regarding the timing of the resumption of in-person activity at the University of Manitoba. Though it is hoped that the University of Manitoba will be able to host a Knight Distinguished Visitor during the 2020/21 academic year, because future visits cannot be scheduled at this time, the intent is to approve potential visits, but not the timeframe for when they will occur. Seeking nominations at this time will allow for pre-approvals to be in place, so that visits may be more quickly organized when it becomes possible to do so. Nominations must continue to demonstrate to the Committee's satisfaction that nominees exhibit the level of distinction required.

5. Application Procedures

Nominations of individuals as possible Distinguished Visitors may be made by any member of the University, but must be endorsed by the head of the academic unit (dean, director, department head) in which the proposed Visitor's expertise lies. Joint endorsement by two or more units would be appropriate where the proposed Visitor's expertise and interests cross disciplinary boundaries.

The complete nomination procedure involves two steps as follows:

- a) Submission of the attached form and the identified supporting documentation setting out the biographical background of the nominee, the nature of his/her distinction, the specific objectives and duration of the proposed visit and the benefits to be derived from it. An initial assessment of costs should be included, as well as the endorsements of the unit head and other disciplines (where appropriate). The preliminary nomination should be forwarded to:

Office of the President
Room 202, Administration Building
University of Manitoba R3T 2N2
Telephone: (204) 474-9666
president@umanitoba.ca

Preliminary nominations will be reviewed by the Advisory Committee. Up to two nominees per academic year who best meet the criteria of the Program, as determined by the Advisory Committee, will be approved in principle and nominators given approval to proceed with organizing a visit as circumstances permit.

- b) When timing becomes more certain, the nominators will be asked to submit a final proposal setting out in more specific terms the program for the proposed Visitor, including the dates of the Visit, budget including a justification for all costs, including the recommended honorarium, and a schedule of activities. Following a review of the final proposal, the Advisory Committee may request further information.

Nominators should not inform proposed Visitors of their nomination until such time as they have received approval to do so. Invitations to persons selected by the Committee as approved prospective Visitors will be issued by the President who may, if appropriate, enlist the assistance of the nominator. The timing of visits normally will be determined based on dates that are mutually acceptable to the President and the Knight Distinguished Visitor.

The application must be filled out in the format provided and may be forwarded to the address noted above. Incomplete applications will **not** be considered.

Nominations are requested on or before June 15, 2020.

**The Robert and Elizabeth Knight
Distinguished Visitors Program**

PART A: ABOUT THE NOMINEE

First Name

Last Name

Address

City

Province/State

Postal/Zip Code

Telephone

Fax

E-mail

Current position/occupation:

Degree(s) including universities

Other special
honours/awards:

☐ Check here to indicate that a *curriculum vitae* is attached.

PART B: THE SIGNIFICANCE OF THE NOMINEE'S VISIT

In a statement of approximately one page (single-spaced), please describe the significance of the nominee's contributions to scholarship, commerce, industry and/or government. You may wish to comment on the following:

- In what way is the nominee's achievement(s) exceptional?
- What is the prominence of the nominee in his or her field?
- How has the nominee made distinguished contributions to the advancement of knowledge or to cultural, social and economic development?

PART C: THE VISIT

Please indicate **the specific objectives** and **duration** of the proposed visit. Please indicate if the Knight Distinguished Visitor will be visiting during the fall term or the winter term (include potential dates or timeframes, if known). If a symposium is to be planned as part of the Knight Distinguished Visitors visit, please include details on the program and expected participants.

PART D: BUDGET

Please provide an itemized budget. Note that the Knight Fund will defray the costs of travel and subsistence for the Distinguished Visitor, along with an honorarium commensurate with the duration of the visit. It is not necessary to request funding for advertising, as publicity costs are managed centrally.

If a symposium is planned around a Knight Distinguished Visitor, a separate budget itemizing the costs of the symposium should be included. Funding may be requested for rental of a venue, catering, assistance with symposium organization, and symposium materials. The Fund will not provide infrastructure support (e.g., equipment).

PART E: ABOUT THE NOMINATOR(S)

Nominations may be made by any member of the University. Normally, it is expected that the nomination will be endorsed by the nominator's dean/director and at least two other members of the University (e.g., the nominator's department head, an associate dean, a dean/director from another faculty/school). Supporting letters should be attached to the nomination.

Nominator's First Name

Nominator's Last Name

Department/Faculty/School

Telephone

Fax

E-mail

Signature of the Nominator

Date Submitted

☐ Check here to indicate that all letters of support are attached.