

Bonnycastle and Laird Lecture Series

Policies and Procedures

BACKGROUND TO THE LECTURE SERIES:

The Bonnycastle Lecture Series was established in 1969 in memory of Richard H.G. Bonnycastle, by his wife and son. Mr. Bonnycastle was a publisher, former Chair of the Winnipeg Metropolitan Council, and the University of Winnipeg's first Chancellor. **The lecture *usually* focuses on an area of special interest to Mr. Bonnycastle - the economic, social, and cultural life of cities.**

The Elizabeth Laird Lecture Series was established in 1971 by a bequest in Elizabeth Rebecca Laird's will **"to establish lecture funds for the purpose of providing occasional public lectures in the field of *science or social studies* to be given by lecturers from some other part or section of Canada."** Dr. Laird, who completed her PhD in 1901, was a pioneer in the field of science. Her bequest ensures that students, faculty, and community members at the University of Winnipeg and six other Canadian institutions can engage in a lively scientific debate for years to come.

BONNYCASTLE AND LAIRD LECTURE SERIES SELECTION COMMITTEE:

The Selection Committee (for both the Bonnycastle and Laird Lecture Series) is comprised of: the Associate Dean of Arts (non-voting co-chair); the Associate Dean of Science (non-voting co-chair); and one member representative from each of the following six areas:

- Faculty of Arts
- Faculty of Business and Economics
- Faculty of Education
- Gupta Faculty of Kinesiology and Applied Health
- Faculty of Science
- Library

Faculty representatives will be selected by the Deans, and will serve for a two (2) year term (beginning July 1).

The Selection Committee will accept nominations at any time throughout the year (calls will be put out in November and January), and will meet once per year to review nominations for the following academic year.

2019-2020 Nomination Deadline: **February 28, 2019**

The Committee may invite the nominator(s) to meet should additional information be required. The Committee will submit its recommendations to the Provost and Vice-President, Academic.

AVAILABLE FUNDING AND NUMBERS OF EVENTS:

The following amounts are available to support costs related, but not limited to, honourariums, travel, meals and accommodations:

- \$1000 per year for the Elizabeth Laird Lecture Series;
- \$2000 per year for the Bonnycastle Lecture Series.

The expectation is that two events per academic year will receive designation as one of these lectures. However, to accommodate special opportunities or circumstances at any time throughout the year, the Provost and VP Academic may recommend or allow additional lectures to receive these designations should funds have not been fully expended. The Provost and VP Academic will inform the Selection Committee of all Lecture Series designations that may not have been processed by the Committee.

THE NOMINATION PROCESS:

Nominations must include the nomination form, a detailed letter, and additional supporting materials, addressing each of these selection criteria:

1. The rationale for the selection of this person as a participant in the lecture series (e.g., stature, accomplishments, recognition, proposed topic);
2. A *curriculum vitae* for the proposed lecturer (maximum 5 pages; alternatively, a summary);
3. An indication of whether the proposed speaker has presented at UWinnipeg before, and when;
4. An indication of whether the lecture would/could be associated with any other event on campus/in the city (e.g., conference, ceremony);
5. A list of other activities/lectures the visitor might provide on campus while here (e.g., student or departmental engagement/class presentations or other) Special consideration will be given to nominations with these added-value opportunities;
6. Provide possible date(s) for the lecture (preferably when fall/winter classes are in session).
7. A proposed budget for the event including travel, meals, and accommodations. Additionally, please indicate possible additional sources of funding to support the event (e.g. departmental/faculty funds, fundraising, donations, partnerships).

FUNDING CONDITIONS:

1. All funds must be used within one year of receipt;
2. A brief summary of the event (no more than a half page, including the number of participants, and how funding was allocated) is to be submitted within two months of it taking place;
3. All publications, posters or advertisements should indicate that the event is a part of the respective lecture series (Bonnycastle or Laird);
4. The following (or an edited version thereof) should be mentioned in remarks or included when appropriate:
 - The Bonnycastle Lecture Series was established in 1969 in memory of Richard H.G. Bonnycastle, by his wife and son. Mr. Bonnycastle was a publisher, former Chair of the Winnipeg Metropolitan Council, and the University of Winnipeg's first Chancellor. **The lecture focuses on an area of special interest to Mr. Bonnycastle - the economic, social, and cultural life of cities.**
 - The Elizabeth Laird Lecture Series was established in 1971 by a bequest in Elizabeth Rebecca Laird's will "**to establish lecture funds for the purpose of providing occasional public lectures in the field of *science or social studies* to be given by lecturers from some other part or section of Canada.**" Dr. Laird, who completed her PhD in 1901, was a pioneer in the field of science. Her bequest ensures that students, faculty, and community members at the University of Winnipeg and six other Canadian institutions can engage in a lively scientific debate for years to come.

Nominations to be delivered or emailed to:

Lynn Jones

Administrative Officer, Office of the Provost and Vice-President, Academic

Phone: 204-786-9218

Email: ljones@uwinnipeg.ca