Program Department Guidelines for Regents’ Lecturers 2018-19

Please begin preparing for your Lecturer immediately upon acceptance of the appointment, and adhere to these guidelines:

• All arrangements including the Regents’ Lecture, lodging, office space, etc. are the responsibility of the host unit.

• Arrange for a minimum of one free Regents’ Lecture, open to the general community. The Regents’ Lecture should be organized within the teaching parameters of either the Fall, Winter, or Spring Quarter, especially taking into consideration the scheduling of students’ exam periods.

• The Regents’ Lecturers Program pays for airfare and compensation only. All other expenses are the responsibility of the Lecturer and the host unit. Any additional arrangements are to be made on an individual case-by-case basis.

• Compensation for a Regents’ Lecturer is $3,750 per week (up to two weeks). The Lecturer will need to be set up in EDB before their visit. (Further information is given if Lecturer is awarded). The benefits portion of these awards is not covered. This is something the department will have to cover.

Fund Transfer

The Regents’ Lecturer Program transfers funds to the department for the compensation and actual airfare (up to the pre-approved amount). If you wish to receive these funds during your Lecturer’s visit, the receipt for airfare, with proof of payment by the Lecturer or host unit, along with the departmental FAU should be sent to Sheenah Jones at FacDevelopment@conet.ucla.edu. The fund source is 19900.

Visa Requirements for Non-Citizens

The “Regents’ Lecturer” is an employee title. Lecturers who are non-citizens will need to arrive on an immigration status that provides Work Authorization. J1 visas are the most common that would fit this requirement. Please advise your Lecturer of this requirement as soon as the invitation to UCLA has been accepted. Departments will need to coordinate the sponsorship of the J1 visa with the Dashew Center for International Students & Scholars at 310-825-1681 or intl@saonet.ucla.edu. 

Note: Having an incorrect visa can result in non-payment to the Lecturer.

Advertising

Please announce your Lecturer’s visit to the campus and advertise the Regents’ Lecture, for instance, on your departmental web page, with a poster or flyer, an announcement in the Daily Bruin, and notification in the UCLA Events Calendar.

Reporting to the Program Manager

Please let the Regents’ Lecturer Program Manager, Sheenah Jones, know as soon as possible the dates your Lecturer will be on campus. Any questions or concerns can be sent to: FacDevelopment@conet.ucla.edu.