



2018 Alpha Omega Alpha Visiting Professorship

Purpose: To encourage clinicians to participate in new opportunities to educate students, residents and fellow clinicians.

Eligibility: Any medical school with an active ΑΩΑ Chapter may host one visiting professor during each academic year and all such approved visits will be funded by the ΑΩΑ National Office. Information pertaining to the visit should be submitted online at least six weeks in advance of the visit on the ΑΩΑ website at: alphaomegalpha.org/professor_visit_1.php. No nominations will be accepted in July.

Requirements for the visit:

- The visiting professor will provide one full day, or more, of teaching and interacting with students, residents, and faculty.
- The event should be titled the “ΑΩΑ Visiting Professorship,” and included on all posters, announcements, press releases and other collateral related to the visit.
- The ΑΩΑ Chapter must submit an itinerary for the visit and activities to the National Office within 30 days of the visit.

Required Activities of the Visiting Professor:

- Clinical and/or rounds, research discussions, teaching conferences or seminars;
- One or more sessions on leadership and/or medical professionalism;
- Departmental Grand Rounds; and/or
- A major address to the medical school community, or presentation at the annual ΑΩΑ banquet.

Organization and arrangements:

The ΑΩΑ Councilor, in consultation with the Chapter’s student members and other members of the faculty, must select the visiting professor at least six weeks before the event. The Councilor will then provide the following information online to the National Office:

- Dates of the visit, proposed schedule and professor’s contact information,
- Visiting professor’s name, title, affiliation, full address, phone number, E-mail address, and assistant’s contact information

Funding provided by the National Office:

1. Coach airfare and/or standard ground transportation;
2. Standard hotel room for one or two nights;
3. Visiting professor’s meals, exclusive of official functions planned and funded by the Chapter or school; and
4. Honorarium of \$1,500. The visiting professor may forgo the honorarium in which case it will be donated to the hosting chapter. If the visiting professor chooses to accept the honorarium, he/she must submit a W-9 form to the National Office.

Expenses expected to exceed the above items must be approved by the National Office before the visit. Requests for expense reimbursement must be submitted using the ΑΩΑ Expense Reimbursement form.

For more information, please contact Jean Holzwart at visitingprof@alphaomegalpha.org.

Expense reimbursement requests must be submitted by the visiting professor on the expense form received in the confirmation e-mail within 60 days. ΑΩΑ will reimburse the individual or institution that expended the funds, but cannot make direct payments to vendors.