Thank you for your continued support of the Hesburgh Lecture Program. Each year the Alumni Association processes over 110 Hesburgh Lecture requests. In the current process, the alumni association facilitates all communications and event confirmation between the Notre Dame Clubs and the faculty. On average, there are 8 different communications (email and phone) and it takes an average of 25 days to confirm a lecture. A thorough analysis was conducted of the current system and the most significant area for change is to decrease the amount of time to confirm a Hesburgh lecture. This new online request form process with automatic routing will work to address this issue.

**New Form Benefits**

1. **Decrease time to confirm the lecturer:** The system will automatically route your request to the faculty in the order listed on the form. This eliminates the back and forth email communication between the Alumni Association, faculty, and the Notre Dame Clubs.

2. **Part of Process Improvement Project:** A complete analysis of the Hesburgh lecture booking process has been completed, and this automatic routing form was an outcome of that process.

3. **What else will it do?**
   a. Provide updated faculty availability in the form and on Club Hub. Only the faculty currently available will be listed in the drop down menu of the form.
   b. Provide immediate status of your requests as they route to each faculty. The Club contact will receive email updates as soon as the individual faculty process their request.
   c. Request faculty to respond within 4 business days to maintain integrity of the process.

**New Features on Online Request Form:**

1. **Required to login to MyNotreDame (my.nd.edu):** Your personal login will give you secure access to the system to request your lecture. If you don’t have an account, there are instructions to create an account or get your username and password.

2. **Updating faculty availability quarterly:** They are listed on Club Hub and faculty that aren’t available won’t be in the drop down list on the form.

3. **New Form Required:** In order to get credit for your club’s Hesburgh Lecture, the club coordinator must fill out the new form. This is to decrease the time to confirm your lecture and to ensure the form is automatically routed to the faculty. Club members that call or email will be assisted to complete the form online.
4. **Three Faculty and Three Date Choices Required:** Three lecturers and three dates are needed complete the form. This ensures that your request is routed immediately to the faculty in the order listed and also provides faculty with date options.

5. **Immediate Status Updates:** The system will automatically send the club contact updates as soon as the faculty complete the form request. The NDAA staff will receive the final update once it is completed to process the event confirmations.

**How to Fill Out the Form**

1. Login to my.nd.edu (mynotredame system) for form access. If you do not have an account or forgot your username and password, please contact the myNotreDame Help Desk at myNotreDame Help Desk at 574-631-1579 or via email at onlinehelp@alumni.nd.edu

2. Complete Section 1 (Notre Dame Club Information): This information is used to auto fill out process status notifications for faculty, clubs, and NDAA Academic Programs staff.

### Section 1: Notre Dame Club Information

- How many Hesburgh Lecture Requests has your club submitted this year? — Please Select --
- Coordinator - First Name: Lisa
- Coordinator - Last Name: Heming
- Notre Dame Club of: (enter club name): Granger
- Notre Dame Club City: Granger
- Preferred Phone: 574-210-9443
- Do you have a co-sponsor confirmed?: Yes
- Notre Dame Club State: Indiana
- Type of Phone: Mobile
- Organization Name: Marion High School
- Coordinator Email Address (frequently used): iheming@nd.edu

3. Complete Section 2 (Faculty and Lecture Choice Information): Choose three lecturers to complete the form so that your request is routed if the first faculty choice is unavailable. Only available faculty will be listed in the form. Faculty updates will also be listed in Club Hub quarterly.

### Section 2: Faculty and Lecture Choice Information

- Faculty/Lecture Choice #1: "Stroik, Duncan - What is Sacred Architecture?"
- Faculty/Lecture Choice #2: "Urbany, Joel - Grow by Focusing on What Matters: Competitive Strategy in 3-Circles"
- Faculty/Lecture Choice #3: "Vachon, Dominic - What Is Science Saying About Compassion and What Difference Does It Make in Our Daily Lives?"
4. Complete Section 3 (Lecture Date Options): Provide three date choices for the faculty. Additional date options or lecture information may be added in the comments box to give the faculty members more choice.

![Section 3: Lecture Date Option Information](image)

5. Confirmation Signature Page: Please electronically sign the request.

![Electronic signature](image)
6. Request confirmation: You will see this page when your request has been processed.

7. Routing Process Updates: The ND Club contact will receive email updates each time the faculty responds to the request. This includes the faculty decision, dates if applicable, plus any comments provided. If all faculty decline the request, the club will need to resubmit the request with three new faculty choices. Please see sample on next page.
Hesburgh Lecture Request - Faculty #3 Processed

Lisa Heming <lheming@nd.edu>
Draft

Wed, Dec 17, 2014 at 4:26 PM

From: <forms@nd.edu>
Date: Thu, Dec 11, 2014 at 3:54 PM
Subject: Hesburgh Lecture Request - Faculty #3 Processed
To: lheming@nd.edu

Dear Lisa,

Thank you for completing the Hesburgh Lecture Request Form. This email is notification that faculty member #3 has completed their portion of the request form. Please see the decision information below.

**Lecture Request #1**
Lisa Heming - Declined the Invitation
Comments: Sorry the dates provided do not work for my teaching or travel schedule.

**Lecture Request #2**
Lisa Heming - Declined the Invitation
Comments: Sorry, I am not able to participate this semester for lectures.

**Lecture Request #3**
Lisa Heming - Accepted the Invitation 01/21/2015
Comments: This date works best for my schedule but I am also available on January 14, 2015. Please work through Jan to confirm the date.

Based on the decision, either you will receive a confirmation from the NDAA Academic Programs team or you will need to revisit the Hesburgh Lecture Series Catalog, select three additional faculty and resubmit the form. If your club needs to resubmit the form, the catalog and form links are below.

Click [HERE](#) for a link to the Hesburgh Lecture Series Catalog

Click [HERE](#) for the link to resubmit the Hesburgh Lecture Request Form

Please contact our team if you have any questions at alumaced@nd.edu or 574-631-8693.

Thank you,
NDAA Academic Programs Staff