TO:                  Faculty, Staff and Students

 FROM:            Dr. Pam Wuestenberg, Chair, University Lecturers Committee

 SUBJECT:      Invitation to Submit Proposals to Sponsor Guest Lecturers for **Spring 2018**

This year, the Faculty Senate’s University Lecturers Committee is announcing a supplemental application round to distribute remaining FY 2017 funds to bring distinguished speakers to the university in Spring 2018. In order to support as many speakers as possible in the supplemental round, awards will be limited to no more than $1,000. In January, applications will be accepted for the University Lectures Series primary proposal round to fund speakers in the Fall 2018 and Spring 2019.  In the primary round, applicants may request up to $3,000.

Supplemental round proposals must be submitted by email to [facultysenate@txstate.edu](mailto:facultysenate@txstate.edu) before 5:00 p.m. Friday, October 27, 2017.

Before submitting a proposal, please contact the speaker or speaker’s agent to determine availability and fees. *Awarded funds cannot be transferred to a replacement speaker.* University Lecturers Series funds should be used only for speaker fees, and if needed, travel and accommodations. *Receptions, incidentals, and other costs will not be funded by the University Lecturers program.*

The ULC will review proposals and assign a priority ranking to each based on the following considerations.

Quality of proposal

* Comprehensive description of event planning
* Clear, feasible and justified budget
* Collaboration / joint sponsorship with other university units
* Commitment for shared funding

Impact of speaker based on potential to:

* attract a diverse university-wide audience\*
* involve university community in scholarly dialogue
* advance the university’s diversity mission
* draw attendance from other academic institutions/communities

(\*Expectations of attendance will be adjusted for speakers at the Round Rock campus.)

Proposals judged to merit funding will be approved in ranked order until funds are exhausted. In order to support as many speakers as possible, awards are limited to **no more than $1,000**. *All funded applicants are required to provide a brief follow-up report to the* [*Faculty Senate*](mailto:facultysenate@txstate.edu) *within one month following the event.*

The application form, evaluation rubric, and lists of past awards are available on the [University Lecturers Committee](http://www.txstate.edu/facultysenate/committees/lecturers.html) webpage. If you have any questions about the application process, please contact me, Pam Wuestenberg, ULC Chair, [pw05@txstate.edu](mailto:pw05@txstate.edu), or Valerie Anderson, Administrative Assistant to the Faculty Senate, [va10@txstate.edu](mailto:va10@txstate.edu), 5-8323.

We look forward to receiving your proposals. The University Lecturers Series offers a valuable opportunity for stimulating scholarly discussion at Texas State. We anticipate notifying successful applicants by email no later than November 30, 2017.

**UNIVERSITY LECTURERS SERIES** **PROPOSAL FORM**

**Supplemental Round for Spring 2018 Speakers**

**Instructions**

1. Please complete this form as thoroughly as possible, in no more than the two pages provided.

2. Attach a brief one-page (max) biography of the speaker.

**3.** **This form and the speaker’s bio should be submitted as a single MS Word document or PDF.**

**Please title proposal with sponsor’s name and unit. (name\_unit.doc).**

4. Send proposals to: [**facultysenate@txstate.edu**](mailto:facultysenate@txstate.edu) **no later than 5:00 PM, Friday, October 27, 2017.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| SPONSOR’S NAME | |  | | TITLE | | |  |
| UNIT |  | | | | PHONE |  | |
| EMAIL |  | | | | | | |
| SPEAKER’S NAME | | |  | | | | |
|  | | |  | | | | |
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| POSITION/TITLE | | |  | | | | |
| TOPIC OF LECTURE(S) | | | | | | | |
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| Co-sponsor(s) and/or other financial resources (name(s) and dollar amount) | | | | | | | |
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BUDGET

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| --- | --- | --- | --- | --- | --- | --- |
| * **University Lecturers Fund** (Only these three items can be paid for by ULF funds, other items should be covered by other funding sources.) | | | | | | |
|  | Speaker’s expenses | | | |  |
|  | | Fee | | |  |
|  | | Travel | | |  |
|  | | Accommodations (if any) | | |  |
|  | | **TOTAL ULF REQUEST** | | |  |
| * **Co-sponsor funds** | |  | | |  |
|  | | Publicity | | |  |
|  | | Reception | | |  |
|  | | Other expenses | | |  |
|  | |  | | |  |
|  | | TOTAL BUDGET | | |  |
| Will you accept partial funding? | | Yes |  | No |  |

BUDGET JUSTIFICATION (Explain your listed expenses)

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How will this speaker generate broad interest across the university?  (Please state estimated attendance)

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Which university colleges, schools, departments or organizations will be most interested in this speaker?

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Provide details regarding your contact with the speaker:

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How do you plan to market this lecture so that the university and nearby academic institutions and communities will be notified well in advance of the event?

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How does the speaker advance the diversity mission of the university?

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Is there any additional information that you would like to provide that would be of assistance to the committee in reviewing your request?

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If your proposal is funded, do you agree to submit a brief follow-up report to the committee within one month after the event?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

PLEASE ATTACH A ONE-PAGE (maximum) BIOGRAPHY OF THE SPEAKER.