**CALL FOR PROPOSALS**

TO: The Texas State University Community

FROM: Roger Colombik, Chair, University Lecturers Committee

DATE: November 23, 2015

RE: Invitation to Submit Proposals to Sponsor Guest Lecturers for **Fall 2016 and Spring 2017**

The University Lecturers Committee (ULC) acts as a steward for a student activities fund that assists colleges, schools, departments and campus organizations in sponsoring outstanding speaking engagements at Texas State University. Limited funds are available to bring distinguished speakers to our campus for **Fall 2016 and Spring 2017.** Funds are awarded on a competitive basis to members of the Texas State community who want to sponsor a guest lecturer or a mini-symposium.

Proposals must be submitted by e-mail **to** facultysenate@txstate.edu **before 5 PM Thursday, January 28, 2016.**  Before you submit a proposal, please contact the speaker or speaker’s agent to determine availability and fees. *This is important because awarded funds cannot be transferred to a replacement speaker.* University Lecturers Series funds should be utilized 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 $3,000**. *All funded applicants are required to provide a brief follow-up report to the* *Faculty Senate* *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, Roger Colombik, ULC Chair, rc26@txstate.edu, or Valerie Anderson, Administrative Assistant to the Faculty Senate, 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 March 31, 2016.

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

**Fall 2016 and Spring 2017**

**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.**

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

4. Send proposals to: **facultysenate@txstate.edu** **no later than 5:00 PM, Thursday, January 28, 2016.**

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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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|  |
| Check semester in which lecture will be given |  | Fall 2015 |  | Spring 2016 |
| 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.)
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|  |  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?

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| Yes |  | No |  |

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