

UNIVERSITY LECTURERS SERIES PROPOSAL FORM
Fall 2022 and Spring 2023

Instructions

1. Please complete this form as thoroughly as possible, in no more than the three pages provided. **Applications not submitted on this form, or exceeding the 3-page limit plus 1 page biography, will not be considered!**
2. **This form and the attached speaker's bio should be submitted as a single PDF document. Please title the proposal with the sponsor's name and unit. (name_unit.pdf).**
4. Send proposals to: facultysenate@txstate.edu no later than 5:00 PM, Friday, February 11, 2022.

SPONSOR'S NAME		TITLE	
UNIT		PHONE	
EMAIL			
SPEAKER'S NAME			
POSITION/TITLE			
TOPIC/TITLE OF LECTURE(S)			

Estimated date (s) on which lecture will be given _____

If your proposal is funded, you will be required to submit a brief follow-up report to the committee within one-month after the event!

Estimated number of Attendees: _____

Interest/Anticipated Audience:

How will this speaker/topic generate broad interest across the university? (1000 character limit)

Which university colleges, schools, departments or organizations will be most interested in this speaker/topic? (750 character limit)

How will this speaker/topic generate and recruit broad interest in communities outside of Texas State University? (750 character limit)

Topic/Speaker Involvement:

Plans for scholarly dialogue involving the participants and the speaker: (1000 character limit)

How does the speaker advance the diversity and inclusiveness mission of the university? (750 character limit)

Biography of the speaker (please attach).

(Please limit this Biography to 1-page maximum)

Event Logistics:

Describe the event details and planning to ensure feasibility of success. (1000 character limit)

Provide details regarding your contact with the speaker and the speaker's commitment to this event: (750 character limit)

How do you plan to market this lecture so that the university, nearby communities, and other academic institutions will be notified well in advance of the event? (1000 character limit)

Collaboration/Budget:

BUDGET

University Lecturers Fund (Only these three items can be paid for by ULF, other items should be covered by other funding sources.)

Speaker's expenses (honorarium/fee)	_____
Travel	_____
Accommodations (if any)	_____
<u>TOTAL ULF REQUEST</u>	_____

Co-sponsor funds

Publicity	_____
Reception/food	_____
Other expenses	_____
TOTAL BUDGET	_____

Please note that some proposals may receive partial funding if awarded.

BUDGET JUSTIFICATION (Explain your listed expenses) (1000 character limit)

Co-sponsor(s) and/or other financial resources (name(s) and dollar amount):

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