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

**Spring 2022**

**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 page limit, will not be considered.

**2.** **This form (including the speaker’s bio) should be submitted as a single PDF document.**

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

4. Send proposals to: [**facultysenate@txstate.edu**](mailto:facultysenate@txstate.edu) **no later than 5:00 PM, Friday, October 29.**

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| SPONSOR’S NAME | |  | | | | TITLE |  | | |
| UNIT |  | | | | | PHONE |  | | |
| EMAIL |  | | | | | | | | |
| SPEAKER’S NAME | | |  | | | | | | |
| POSITION/TITLE | | |  | | | | | | |
| TOPIC OF LECTURE(S) | | | | | | | | | |
|  | | | | | | | | | |
| Estimated date (s) on which lecture will be given | | | |  |  | | |  |  |

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\_\_\_\_\_\_\_\_

Estimated number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interest/Anticipated Audience:**

How will this speaker/topic generate broad interest across the university?

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

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How will this speaker/topic generate and recruit broad interest in communities outside of Texas State University?

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**Topic/Speaker Involvement:**

Plans for scholarly dialogue involving the participants and the speaker:

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

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Biography of the speaker (please attach).

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**Event Logistics:**

Describe the event details and planning to ensure feasibility of success.

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Provide details regarding your contact with the speaker and the speaker’s commitment to this event:

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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?

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**Collaboration/Budget:**

BUDGET

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| --- | --- | --- | --- | --- | --- |
| **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) | | |  |
|  | **TOTAL ULF REQUEST** | | |  |
| **Co-sponsor funds** |  | | |  |
|  | Publicity | | |  |
|  | Reception/food | | |  |
|  | Other expenses | | |  |
|  | TOTAL BUDGET | | |  |
| Will you accept partial funding? | Yes |  | No |  |

BUDGET JUSTIFICATION (Explain your listed expenses)

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