**CALL FOR PROPOSALS**

TO: Texas State University Community

FROM: Dr. Kristy Daniel, Chair, University Lecturers Committee

RE: Invitation to Submit Proposals to Sponsor Guest Lecturers for **Spring 2022**

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. In the current submission cycle, the committee is issuing a supplemental application round to distribute remaining FY 2021 funds to bring distinguished speakers to the university in Spring 2022.  In order to support as many speakers as possible in the supplemental round, awards will be limited to no more than $2,000.  Later this fall, a call for proposals will be issued for the primary proposal round to fund speakers in the 2022 - 2023 academic year.

Proposals must be submitted by e-mail **to** facultysenate@txstate.edu **by 5 PM Friday, October 29.**  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 (such as printing, food, flowers), 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.

Interest/Anticipated Attendance (25%)

* Potential that Speaker/Topic will Attract a Diverse Audience
* Potential to Reach a Wide University Audience (expectations of attendance will be adjusted for speakers at the Round Rock campus)
* Potential to Reach a Community/External Audience

Topic/Speaker Involvement (31.25%)

* Plans to Involve the University Community in Scholarly Dialogue
* Clear Connection on How Event will Advance University's Diversity Mission
* National/International Accomplishments of Speaker provided in Biography

Event Logistics (18.75%)

* Established Contact with Speaker
* Tentative Commitment by Speaker
* Comprehensive Description of Event Planning
* Comprehensive Description of Marketing Plan

Collaboration/ Budget (25%)

* Collaboration Across University Units
* Joint Sponsorship
* Commitment for Shared Funding
* Budget Justification

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 $2,000**.

*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, Kristy Daniel, ULC Chair, or Valerie Anderson, Administrative Assistant to the Faculty Senate.

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 24, 2021.