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

**Fall 2021 and Spring 2022**

**Instructions**

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

**2.** **This form (including the brief 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, Monday, February 1, 2021.**

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| SPONSOR’S NAME | |  | | | | TITLE |  | |
| UNIT |  | | | | | PHONE |  | |
| EMAIL |  | | | | | | | |
| SPEAKER’S NAME | | |  | | | | | |
| POSITION/TITLE | | |  | | | | | |
| TOPIC OF LECTURE(S) | | | | | | | | |
|  | | | | | | | | |
| Check semester in which lecture will be given | | | |  | Fall 2021 | |  | Spring 2022 |

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

**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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Extimated number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

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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?