

Vassar College academic lectures supported by the office of Dean of the Faculty
Guidelines – Fall semester 2017
priority deadline May 30

******Please note that the Presidential Inauguration will take place on September 23rd and 24th. Please avoid these dates.******

The over-arching purpose of Dean-sponsored lectures is to promote a lively campus culture of intellectual and creative exchange featuring events of outstanding interest that are appealing and accessible to a wide spectrum of the Vassar community. Highest priority for funding will go to events most in accord with this purpose.

Guidelines:

- The Dean's office will not ordinarily support more than one event in a single day nor two events in a single week nor twelve events per semester.
- Considerations weighing in favor of a proposal:
 - eminence and excellence of proposed speaker
 - broad appeal and multiple confirmed co-sponsors (co-sponsor financial contribution not necessary but helpful)
 - opportunities for speaker to interact informally with students and faculty outside the immediate context of the lecture
 - timely submission of proposal by **Friday, May 30**
Four slots will be reserved for proposals received after the priority deadline. Proposals received after the priority deadline will receive a response by September 9th. Proposals submitted less than three weeks in advance of the event are ineligible for DoF office funding.
 - balance and equity
Lectures funded, as a whole, should cover a wide range of disciplines and topics. Departments or programs with endowed lecture funds should draw on those funds before seeking additional funding from the DoF office.
- Funding and scheduling:
 - Honoraria ordinarily range from \$100 to \$1,500. Requests for honoraria of \$1,500 or more should include substantial evidence of the prominence, broad appeal, and effectiveness of the proposed speaker.
Suggested honoraria:

▪ Top person in field	\$1,500
▪ Well-established scholar	\$800
▪ Early in career and nearby	\$100
▪ Graduate student	ineligible for funding.
 - Transportation expenses should include round-trip airfare, tolls, and ground transportation at current rates (56 cents per mile for car).
 - Lodging should be at Alumnae House at current rates (\$110/night).
 - Hospitality may include modest meal expenses for the guest and selected members of the Vassar campus community. Gatherings should be small enough to allow everyone to interact informally with the guest. Suggested budget guidelines: \$10 per person for lunches, \$20 per person for dinners.
 - Lectures should ordinarily take place at 5:30 or 7:30 p.m. Monday through Friday at times with few or no conflicting or contiguous public events on the campus calendar. Lectures scheduled for regular class meeting times are ineligible for lecture funding, although faculty may contact the Dean's office for modest honoraria, travel, and hospitality amounts for classroom visitors.
- Proposals should address the considerations above and accompany the "Request for Lecture Funds" form available at <http://deanofthefaculty.vassar.edu/forms/index.html>. Email approval of funding from a member of the Dean of the Faculty staff is required before making commitments to speakers or arrangements for publicity.