

**Guidelines for Vassar College academic lectures supported by the  
Office of Dean of the Faculty -- 2009-10  
Priority deadline for fall lecture proposals is Sept. 9 and  
for spring lectures is Feb. 1**

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
  - multiple confirmed co-sponsors and broad appeal
  - opportunities for speaker to interact informally with students and faculty outside the immediate context of the lecture
  - timely submission of proposal by **Wednesday, September 9** (Fall) or **Monday, February 1** (winter/spring)  
*Proposals submitted after this date will receive consideration only if uncommitted funds and event slots remain. 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 (58.5 cents per mile for car).
  - Lodging should be at Alumnae/I House at current rates (\$99/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/docs/lecturerequests.doc> and on the reverse side of this document. 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.