

# UW-L's Visiting Scholar/Artist of Color – Proposal Guidelines

## **Deadlines:**

For Fall semester scholars – **September 1<sup>st</sup>** to your college Dean.

For Spring or summer scholars – **December 1<sup>st</sup>** to your college Dean.

**Departments/programs interested in bringing a visiting scholar/artist of color to campus should provide a proposal with the following information to his/her Dean by the deadlines above.**

## **Background**

As part of UW-L's Plan 2008 vision that diversity is central to providing and retaining a quality learning environment and sense of world community at University of Wisconsin — La Crosse, UW-L will endeavor to bring 4 or more scholars/artists of color to campus a year. The purpose of a larger number of shorter visits (rather than semester-long programs) serves to increase the program's visibility on campus and increase the potential representation of individuals across the colleges.

Proposals should be 1-2 pages long and emailed as a Word or pdf document to the college Dean. If the Dean is supportive of the content of the proposal he/she will bring it to the Dean's council for discussion and approval. Decisions will be made no later than 2 weeks past the deadline.

- ❖ Nominations should be a one-page document describing the background of the scholar/artist, the events/activities planned for his/her visit with particular attention to how/when the individual will have significant interaction with UW-L students and a support statement from the department/program.
- ❖ A second page should be devoted to a budget proposal. Monetary support for scholars/artists will include honoraria, lodging, meals, transportation, and reception costs, subject to limits shown on the [budget summary sheet](#), which should be included as part of the proposal. The budget summary can be copied and pasted into your proposal document or sent as a separate attachment. Estimates for transportation costs should be briefly explained and based on information available at the time of proposal submission.
- ❖ In order to provide as many diverse backgrounds/perspectives as possible, visiting faculty of color who have already been to UW-L as a visiting faculty of color should not be brought to campus in intervals closer than 4 academic years.

## **Definitions**

- ❖ Visiting faculty who are USA-born persons of color will be given priority followed by individuals from minority groups as defined by Affirmative Action policy\*\*. Individuals with evidence of commitment to and scholarship on USA-born individuals of color will be considered.

## **Publicity**

- ❖ The office of AAOD should be apprised of all awards. PR material regarding the visits should include the following language: *"Individual X" is an UW-L Visiting Scholar [or Artist] of Color brought to campus through a program funded by the Office of the Provost.*

### **Post-award Process**

- ❖ The Provost's Office will generate and send a contract letter to the Visiting Scholar/Artist with a copy to the department/program hosting the Visiting Scholar/Artist within two weeks of making the award. The department/program is responsible for coordinating all other aspects of the visit, including generating a Payment to Individuals form.
  
- ❖ The Provost's Office will make a transfer of funds to the college to cover the costs outlined in the approved budget when the contract letter is sent. The transfer will be in the amount of the sum of the maximum allowable expenses as articulated in the contract letter.

\*\*UW-L's *Plan 2008* addresses issues relating to the following underrepresented racial/ethnic populations (synonymous to "minority" or "persons of color"): African American, American Indian, Hispanic/Latino(a) [a person of any race whose ancestors originated in Mexico, Puerto Rico, Cuba, Central America or South America or whose culture or origin is Spanish], and Asian American (with an emphasis on Southeast Asian - a person who was admitted to the United States after December 31, 1975, and who either is a former citizen of Laos, Vietnam or Cambodia or whose ancestor was or is a citizen of Laos, Vietnam or Cambodia.).

Adopted at Dean's Council 9-27-2005.  
Post-award process updated 3-28-2008.