

## **K-State Distinguished Lecturers Series**

### **Evaluation Criteria:**

The K-State Office of the Provost and Senior Vice President, through the K-State Distinguished Lecturers Committee, invites proposals to bring distinguished lecturers to speak at K-State via a highly visible platform. Distinguished lecturers are those who have distinguished themselves nationally and/or internationally with significant accomplishments in their field of expertise (e.g., internationally prominent researchers and scholars, distinguished public officials, and creative artists). Requests for funding for distinguished lecturers should constitute a unique opportunity to host speakers of prominence and not be part of an existing lecture series.

### **Eligibility:**

- All divisions and units of Kansas State University are eligible to submit a proposal.
- Preference is given to topics and lectures which appeal to a reasonably wide audience.
- Departments (units) are encouraged to collaborate to jointly sponsor a speaker.
- Preference is given to proposals where outside funding is limited.
- Requested funding should not be in conjunction with an existing lecture series.

### **Responsibility of Sponsoring Unit(s) or Organizations(s):**

- Arrange for travel and lodging for the visitor.
- Arrange for venue for the presentation.
- Make publicity arrangements for the lecture(s) or presentations(s).
- Include K-State Distinguished Lecturers Series sponsorship on all posters, flyers and any other publicity materials.
- Within two weeks of award notification, confirm that the guest lecturer has committed to come to campus during the period of time covered by this year's call.
- Complete a one page K-State Distinguished Lecturers post event report.

### **Proposal Shall Include:**

- Subject(s) of proposed lecture(s) and intended audiences of each.
- Statement of significance of the proposed lecture to the sponsoring units and the campus community.
- Curriculum Vitae or background history on the proposed lecturer.
- Itemized budget, including:
  - Expenditures by category, such as publicity, travel/lodging and speaker honorary
  - Revenue by source indicating portion sought from K-State Distinguished Lecturers Series and portion pledged by sponsoring units and accompanying letters of commitment from sponsoring units
- Accompanying letter(s) of commitment from the unit(s).
- Detailed publicity plan

**Timeframe for Visit:**

- Spring 2019 semester
- Proposal submission deadline – **October 31, 2018**. Proposals received after the deadline may be considered to the extent funds remain available.

**Range of Awards:**

- \$1,000 to \$4,000 (for Spring 2019).

**Proposal Resources:**

- Proposal information (in PDF format)
- Rubric for evaluation (PDF)

Submit proposals electronically in one PDF document file to Gerry Snyder at [gsnyder@ksu.edu](mailto:gsnyder@ksu.edu) and copy Craig Bourne in the Provost's office at [cbourne@ksu.edu](mailto:cbourne@ksu.edu).

For further information contact the committee chair, Gerry Snyder at [gsnyder@ksu.edu](mailto:gsnyder@ksu.edu).