

Visiting Artist & Speakers / Professional Program Application

Applications are due to the Associate Dean's office (Room 2030 / smithb@uww.edu) by March 15 for first round consideration and by October 15 for second round consideration. (If the deadline falls on a weekend, the application is due on the next business day.)

1. Date of Application:
2. Department(s) proposing Visiting Artist(s)/Speaker(s):
3. Faculty/staff member(s) submitting the proposal & VA host:
4. Proposed Visiting Artist(s)/Speaker(s):
5. Briefly describe the professional activities and qualifications of the Artist(s)/Speaker(s) and describe in detail how they will work in a virtual format. A 1-page abbreviated CV is required as an attachment.
6. Dates of visit:
7. List the presentation(s) that will be open to all students faculty, and staff as space allows. Please include times & venues as a bulleted list.
8. Have any public performances been tentatively scheduled with the College of Arts & Communication Director of Marketing & Events to insure venue and schedule availability? Yes No

9. In a bulleted list please describe the organized ways in which the Artist(s)/Speaker(s) will interact with faculty during the visit.

10. Detail how Artist(s)/Speaker(s) will work with students and the approximate number of students served in those classes. As a bulleted list please include:

- ALL specific course numbers and professor/instructor (for WOTA sections please be specific).
- Names of student organizations and supervisors.
- Other groups that the speaker will meet with.

11. Will this Artist(s)/Speaker(s) presentation involve other departments in the College of Arts and Communication? ***Priority will be given to proposals that provide opportunities for College or University-wide participation.*** As a bulleted list please include:

- Which departments
- Estimated number of students/faculty/staff/general public served as a result of involvement from other departments.)

12. Describe how this is a unique opportunity for a student experience at UW-W. How is this different from what already exists within the College of Arts and Communication?

13. Is this proposal submitted for the Inclusive Excellence Award consideration? Yes No

The ***Inclusive Excellence Visiting Artist/Scholar Award*** is a dedicated award providing supplemental support for a visiting artist or speaker that exemplifies Inclusive Excellence initiatives or topics that address underrepresented groups. In support of the University's Strategic Initiatives, the College of Arts and Communication and Office of Student Diversity, Engagement and Success have contributed a total of \$3,000 to the Visiting Artist Program for Inclusive Excellence Awards.

Guidelines for Inclusive Excellence Awards

- The Dean's allocation of \$2,000 is specifically targeted for the inclusion of underrepresented domestic minorities in the United States that are underrepresented in academic faculty (African-American, Latinx, Native American, S.E. Asians). For further information please see the resources page on our website or speak with the Visiting Artist Coordinator.
- The awarding of monies provided by the Office of Student Diversity, Engagement and Success is guided by a broad definition of diversity that includes but is not limited to differences of sexuality, gender, age, race, ability status, class, nationality, ethnicity, religion, etc.
- For more information, [click here](#).

If yes, please speak to how the visit warrants consideration for the Inclusive Excellence Award.

14. Does this proposal involve a return engagement? Yes No

15. List event(s) and date(s) of your funded proposals within the last 2 years, include how much funding you received, if you used the funds and the date you submitted your final report to the Associate Dean's office.

16. Fill out Budget Summary Sheet ([separate Excel file](#)) and submit with application. It is recommended that payments to individual visiting artist be all Inclusive. However if lodging or airfare is being arranged separately from any stipend, they must be booked in Concur (mandatory state travel website). Travel arrangements should be made a minimum of three weeks in advance. Hotel arrangements can be made as soon as dates are confirmed, but keep in mind the cancellation policy of the hotel. Once a hotel reservation is made in Concur, you still need to contact the hotel and provide the credit card and tax exempt information.

17. Attach a letter from the department Chair supporting this application. Chair's letter must include the amount of department funding, and the department's ranking. ***Proposals received without a ranking will not be forwarded to the Dean for approval.***

18. How does this proposal address the University Strategic Plan? [Click here for link.](#)

**** NOTE: No additional funds will be provided by the Dean or Associate Dean for activities that were not part of the original budget request. Please plan accordingly and account for these expenses in your budget request/allowance.**

For Office Use Only:

Department Ranking:

1 2 3 4 5 6 7 8 9 10 **[of]** 1 2 3 4 5 6 7 8 9 10