TO:  Texas State University Community

FROM:  Dr. Kristy Daniel, Chair, University Lecturers Committee

RE: Invitation to Submit Proposals to Sponsor Guest Lecturers for **Fall 2024 and Spring 2025**

The University Lecturers Committee (ULC) acts as a steward for a student activities fund that assists colleges, schools, departments, and campus organizations in sponsoring outstanding speaking engagements at Texas State University. In the current submission cycle, limited funds are available on a competitive basis to bring distinguished speakers to our campuses for **Fall 2024 and Spring 2025.**

Proposals must be submitted by e-mail **to** [facultysenate@txstate.edu](mailto:facultysenate@txstate.edu) **by 5 PM the First Friday in February.** Before submitting a proposal, please contact the speaker or speaker’s agent to determine availability and fees.

*Awarded funds cannot be transferred to a replacement speaker.* University Lecturers Series funds should be used only for speaker fees, and if needed, travel and accommodations up to a maximum request of $3000.***Receptions, incidentals (such as printing, food, flowers), and other costs will not be funded by the University Lecturers program but may be funded by co-sponsors.***

The ULC will review proposals and assign a priority ranking to each based on the following considerations. The evaluation rubric has been updated and we encourage all intending to submit a proposal to review the four rating categories and the percentages assigned to them.

Interest/Anticipated Attendance (25%)

* Potential that Speaker/Topic will Attract a Diverse Audience (Content Diversity)
* Potential that Speaker/Topic will Attract a Diverse Audience (Other Diversity)
* Potential to Reach a Wide University Audience (expectations of attendance will be adjusted for speakers at the Round Rock campus)
* Potential to Reach a Community/External Audience

Topic/Speaker Involvement (31.25%)

* Direct involvement of the University Community in the Scholarly Dialogue during the program
* Direct Speaker involvement with Scholarly Dialogue during the program
* Plans for Dialogue/Reflection beyond the Presentation/Q&A
* Clear Connection on How Event will Advance University's Diversity Mission
* National/International Accomplishments of Speaker provided in Biography

Event Logistics (18.75%)

* Established Contact with Speaker
* Tentative Commitment by Speaker
* Comprehensive Description of Event Planning
* Comprehensive Description of Marketing Plan

Collaboration/ Budget (25%)

* Collaboration Across University Units
* Joint Sponsorship
* Commitment for Shared Funding
* Budget Justification

Proposals judged to merit funding will be approved in ranked order until funds are exhausted. In order to support as many speakers as possible, **awards are limited to no more than $3,000**.

The application form, instructions, evaluation rubric, and lists of past awards are available on the [University Lecturers Series](https://www.txstate.edu/facultysenate/resources/lecturers-series.html) web page. **Please note that only proposals submitted on the PDF proposal form will be accepted.**

If you have any questions about the application process, please contact me, [Kristy Daniel](mailto:kristydaniel@txstate.edu), ULC Chair, or [GG Mortenson](mailto:gm26@txstate.edu), Administrative Assistant to the Faculty Senate, 5-8323.

We look forward to receiving your proposals. The University Lecturers Series offers a valuable opportunity for stimulating scholarly discussion at Texas State. We anticipate notifying successful applicants by email no later than **May 1, 2025.**