



### Program Overview

Beginning in the 2006-07 academic year, the Chancellor is establishing an annual Distinguished Visitor Program at UIS. The program will enable women and men of outstanding intellectual, creative, and public achievement to become involved in and contribute to the richness of academic life on our campus. Distinguished scholars, artists, and public figures may be invited to campus for visits that will typically be several days to a week in length of stay. Support up to \$10,000 per Distinguished Visitor is available, and funding is sufficient to support three visitors each academic year at this level. Funds may be used to cover transportation and lodging expenses; teaching-, presentation-, or research-related materials and expenses; and honoraria.

Although the nature of planned activities will vary across academic disciplines and areas of emphasis, Distinguished Visitors may engage with faculty and students by delivering guest lectures or performances, conducting seminars, participating in symposia, working with faculty and students on specific scholarly or creative projects; and being available on campus for informal discussions. In some circumstances, it may also be appropriate for a Distinguished Visitor to deliver lectures or presentations that are open to the broader community as well.

### Selection Criteria

The following criteria will guide the selection process:

- Quality, significance, and impact of nominee's achievements
- Scope of nominee's potential contribution to the intellectual life of the campus
- Extent to which nominee's visit will promote scholarship, research, and/or creative endeavors at UIS
- Anticipated level of nominee's interaction with faculty and students

Equitable distribution of awards across disciplines and colleges may also be a consideration.

### Proposal Guidelines

1. Faculty members who wish to nominate an outstanding individual for a campus visit must consult with their department colleagues for input and endorsement of the proposal. Although faculty may make *general* inquiries regarding the availability of the nominee and the estimated costs associated with a possible visit, no tentative arrangements should be made before proposals are reviewed and funding decisions occur.
2. Complete a *Nomination & Proposal Form*.
3. Attach required supporting documents to the *Nomination & Proposal Form*.

### Procedures

1. Submit the proposal to your Dean for review and approval.
2. The Dean will forward approved proposals to the Provost's Office (PAC 525).

3. The Campus Sabbatical & Awards Committee (CSAC) will review proposals twice per year. The deadline for Fall submission is November 15<sup>th</sup>. The deadline for Spring submission is February 15<sup>th</sup>. The CSAC consists of one tenured faculty member elected from each college, a student elected by the Student Government Association, and the Vice Chancellor for Academic Affairs (VCAA; an ex-officio, non-voting member).
4. The CSAC will forward its recommendations, in writing, to the VCAA, who will make the final recommendation to the Chancellor.
5. The unit submitting the proposal will be notified as decisions are made.
6. Units whose proposals are funded will work closely with other staff on campus to ensure that visit-related arrangements (i.e., contracts, scheduling, transportation, lodging, etc.) are successfully completed.
7. Expenses should be posted to the program or college's state C-FOP account. Documentation of expenses should be submitted using regular department and college procedures. The College will send a memo, requesting transfer of funds, along with documentation of expenses to Pat Austin, PAC 525.



## Chancellor's Distinguished Visitor Program

### Nomination & Proposal Form

#### 1. Nominating Department

Department	College	
Designated Contact Person (Dept Chair or Faculty Member)	Telephone Number	Email Address

#### 2. Other Departments/Units Supporting this Nomination *(if applicable)*

Department/Unit	Chair/Unit Administrator	College/Division

#### 3. Nominee's Information

Name of Distinguished Visitor	Address	Telephone Number
		Email Address
Visitor's Current Institutional Affiliation	U.S. Taxpayer Identification No. <i>(either Social Security Number or Individual Tax identification Number)</i>	

If the Nominee is **not** a U.S. Citizen or Permanent Resident Alien, please provide the following information:

Visa Status used to enter U.S. for this visit	Visa Sponsor
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Briefly describe the Distinguished Visitor's exceptional qualifications, including areas of expertise and accomplishment, key publications or works, and awards. *(The description should be written in a way that is easily understood by committee members who do not have expertise in the nominee's discipline.)*

#### 4. Proposed Visit Information

Proposed Dates of Visit	
From <i>(mm/dd/yy)</i> :	To <i>(mm/dd/yy)</i> :

Topic Area or Main Focus for the Visit
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Proposed Program Schedule

List of planned events/activities

Dates & times

Anticipated Impact of Visit *(Briefly describe the scope of Visitor's interaction with faculty, graduate students, and undergraduate students. Explain how the visit will promote scholarship, research, and/or creative endeavors at UIS. If applicable, also explain how the visit will contribute to the intellectual life of the broader community.)*

## 5. Budget

Expense	Amount
Travel Air Fare Ground Transportation (State Mileage Rate)	
Lodging ** _____ # of night * _____ (In-State Rate) =	
Meals ** _____ # of days * _____ (In-State Per Diem Rate)	
Honorarium	
Other (e.g., videotaping, presentation-related handouts, event advertising, ADA accommodations, reception refreshments, etc. -- please specify)	
TOTAL BUDGET (must be consistent with scope of event)	

\*\* Note: Current rates can be found at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=ratesatglance>

## 6. Required Attachments

- Nominee's abbreviated curriculum vita is attached to this application.
- Statements of endorsement by Chairpersons/Heads of supporting units are attached to this application.

## 7. Required Signatures

\_\_\_\_\_  
Chair of Nominating Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date