

Guidelines for Proposals to Lectures and Seminars

Approved by FPC

The Lectures, Seminars, and Awards Committee (LSAC) is tasked with enhancing the climate for scholarly and creative activity in the College of Education (COE). Each year the committee will consider lectures and seminars for the presentation of scholarly work of interest and import to the faculty in the COE community.

Please feel free to send requests and/or suggestions to LSAC Chair John Kranzler (jkranzler@coe.ufl.edu).

If you plan to host a speaker for a lecture/talk/seminar but do not need funding:

In order to ensure better coordination of lectures and seminars, and facilitate attendance at these events, all faculty who plan to host a speaker for lecture or seminar are requested to notify the LSAC, and include the following information:

- faculty name, school, and email address
- speaker(s) name, brief bio,
- title of lecture, seminar, or talk
- proposed date of event, possible location, with consideration of academic calendar and other events being held at the college.

If you are seeking funding to host a speaker for a lecture/talk/seminar:

With support from the Office of Educational Research (OER), LSAC will review all proposal submissions from faculty seeking funding for lectures and seminars, and will make recommendations to the Dean for a funding decision. Funds may be provided up to \$2000* to be used alone or in combination with matching funds from other sources to defray speaker costs (e.g., travel, honoraria, etc.). COE faculty members seeking financial support to host a speaker are invited to submit proposals for lectures and seminars to LSAC. To be considered for funding, LSAC recommends that faculty:

- submit proposal to LSAC by **October 15th**, January 15, or April 1 of the academic or calendar year in which funding is requested.
- provide a brief proposal for the event which includes the following information:
 - proposer name, school, and email address
 - speaker(s) name, brief bio,
 - description of topic and how the event directly and/or indirectly benefits the College of Education (500 words or less)
 - proposed date of event, possible location, and a budget.
 - consideration of academic calendar and other events being held at the college.

Faculty will receive notification regarding funding within four-six weeks of proposal submission. If funded, the faculty member will:

- coordinate, publicize, and host the event for the COE community.
- provide a process for participant sign-in at the event, including name, position, and school/unit affiliation.
- submit a brief summary of the event to LSAC (including a general description of attendees) that will be included in LSAC's annual report to the COE Faculty Policy Council.

*Proposal requests exceeding \$2000 will be addressed on a case-by-case basis.